Executive Systems, Inc.

XTreePro™

Advanced Disk Management for Today's Professional

Executive Systems, Inc.

15300 Ventura Boulevard, Suite 305
Sherman Oaks, California 91403
(818) 990-3457

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CHAPTER 1

INTRODUCTION

As the disk storage capacity of personal computers increases, it is easy to become overwhelmed by the quantity of directories and files to be maintained. Organizing these complex disk file structures becomes a difficult task.

By extending the capabilities of DOS, XTreePro provides efficient ways to eliminate hard disk chaos. With XTreePro, you can quickly log single or multiple disks, perform operations on individual directories or files or on whole groups of files with a single keystroke, modify MS-DOS file attributes, isolate and remove duplicate files, view text files of different formats, create and edit text files, and find any file on any drive with an ease that will astonish you. In addition, XTreePro provides a clear, graphic display of your directory's tree structure and updates all statistical data as you perform your organizational tasks.

The key to XTreePro's power is the selectivity it offers the professional user. Work with multiple disks, tag files to selectively copy, rename, delete, move or print from multiple directories. Enter up to four different file extensions to filter the files XTreePro displays and works with. View and manage a selection of files from different directories in a unique showall display. Or, select the global display to view and manage files on multiple disks. XTreePro's flexibility significantly reduces the time you spend in file maintenance and manipulation, making your work a pleasure.

☛ XTreePro's Features

XTreePro performs the work of many MS-DOS commands and makes these functions available in its onscreen menus. Listed below are fifteen common DOS commands and a brief notation of how XTreePro helps you perform these tasks through its own commands.

DIR	- See all the directories, subdirectories, their files, and file statistics in a single display.
DEL	- Delete files one at a time or in groups.
COPY	- Copy files, one at a time or in groups, to any directory on any of your available disks.
XCOPY	- Copy files, one at a time or in groups, to any available disk, duplicating the directory structure of the source disk.
TYPE	- View the contents of any text file.
REN	- Change the names of files. You can rename a group of files or a single file.
MKDIR	- Create new directories.
RMDIR	- Remove empty directories.
CHDIR	- Change your current directory simply by moving a cursor.
PRINT	- Print the contents of a file.
VOL	- You are always informed of the Volume Name of your current disk.
LABEL	- Change the volume label of your current disk.
ATTRIB	- Change Read Only and Archive Attributes.
DATE TIME	- Display day, date and time using the Command Shell

☛ XTreePro's Special Operations

XTreePro further offers some special operations that MS-DOS commands may not provide. Using XTreePro, you can:

- See the complete directory structure of any of your disks in one clear graphic display. You can also print the directory structure.
- Log up to 26 drives. Display all files across all drives at one time.
- Protect files from movement or deletion.
- See every file in every directory in a single display.

  The files can be shown with or without sizes, dates, and attributes and can be displayed in different sort orders.
- Specify up to four different file specifications at one time, enabling you to view specific combinations of files.
- Copy a group of files to a different disk, keeping them organized in the same directory structure on the destination disk as they were in the source disk. If a directory doesn't exist on the destination disk, XTreePro creates it for you. (This is available with DOS 3.1 or greater as the XCOPY command.)
- Move a file or group of files from one directory to another on a disk. Moving files is faster than copying them.
- Point to destination directories instead of typing in pathnames when you want to copy or move files.
- View the contents of a file in three different modes.
- Use a screen editor to create and edit text files with ease and also perform simple word processing operations.
- Print a catalog of any group of files on any disk or a copy of the directory tree.
- Enter DOS commands from within XTreePro's Command Shell and maintain 15 commands in an onscreen command history, enabling future re-execution with fewer keystrokes.
- Change the name of a directory.

- modify disk volume names (labels) at any time, without having to reformat the disk.
- display and/or modify all MS-DOS file attributes.

☛ About This Manual

This manual presents detailed information about XTreePro's features and the variety of tasks you can accomplish using this program. Technical information and helpful hints are included to increase your productivity.

Although XTreePro is an intuitive program with logical commands, we recommend you refer to this manual as you perform your operations.

Where To Look

The chapters in this manual have been organized and ordered to make it easy for you to learn the program and find information. Wherever necessary, you are referred to additional information in another section. For your convenience, a brief description of the contents of each chapter is listed below:

GETTING STARTED	Begin by backing up your master diskette, installing XTreePro, and becoming a registered user.
UNDERSTANDING XTreePro's DISPLAYS	Familiarize yourself with the organization of XTreePro's screens. Learn about the six display windows and the DOS-like Command Shell.
USING XTreePro's COMMANDS	This chapter is the heart of the XTreePro manual. Discover the utility and flexibility of XTreePro's six command sets. Learn the options available to you when you perform your organizational tasks and when you use the versatile built-in text editor, 1Word.
PRODUCTIVITY TECHNIQUES	Refer to the Helpful Hints section on organizational tasks and planning to put XTreePro to effective use. Study examples of how to manage disks, files, and memory efficiently. Review methods of logging multiple disks.

IMPORTANT TECHNICAL INFORMATION	Understand statistical information about disk space utilization. Explore the numerous configuration options available.
ERROR MESSAGES	Refer to this alphabetical listing for explanations of errors and suggestions for their correction.
GLOSSARY OF TERMS	Refer to this glossary for definitions of terms commonly used in this manual.
APPENDIX	Check this global Quick Reference to XTreePro's available keys and commands.
INDEX	Find the information you need and the specific page(s) to review.

Terms To Know

A selection of the terms commonly used in this manual are briefly defined below. For additional information, you may want to refer to your DOS manual.

Directory	A DOS structure for organizing and accessing computer data. Directories are organized into a hierarchical framework and each directory can contain files and/or other sub-directories. All of the names in one directory, whether they are file names or subdirectory names, must be unique within that directory, but the same names may be used in other directories.
Parent	A directory which includes subdirectories.
File	An organization of data on a disk. Each file has its own name, which is from 1-8 characters long. A space character may NOT be part of a filename. Whether you specify upper or lower case characters, DOS treats them as upper case.

	The file may also have an extension to its name. This appendage is separated from the file name by a period. It is optional, and has no more than three characters. The purpose of an extension is to indicate a general category for the filename. It is an informal indication of the type of file you are creating or working with.
Path	Specifies how you find your way to a particular directory or subdirectory on a disk. The path is the route you follow to trace your way from a disk's Root directory to some point in its branching directory tree. It begins with a backslash (\) which designates the ROOT. Directories through which you move are separated by further \ marks.
Active Window	Any window in which the highlight bar appears.
Current Disk or Current Drive	The disk or drive XTreePro is currently operating on, not necessarily the same as the current disk in DOS. Only those directories and files on the current disk are displayed (except for the Global Window). The current disk for XTreePro operations is displayed in the Disk Specification Box.
Current Directory	The directory which is highlighted while the Directory Window is active or which is marked by the left-arrow indicator when the File Window is active.
Current File	The file which is highlighted when one of the File Windows is active.
Matching Files	Those files whose names match the current File Specification. Only matching files are displayed, to be acted on by XTreePro's file operations.

Tagged Files	Those files which have been marked by a Tag command. Tagged files have a diamond marker next to their names. A file stays tagged even after the File Specification has been changed. Files which are both Tagged and Matching can be acted upon by XTreePro's multiple-file operations.
Log a Disk	A disk must be logged (physically read) by XTreePro before its directories and files can be accessed and acted upon. The number of disks XTreePro can maintain at any time is dependent upon available memory-storage capacity. XTreePro provides two different logging methods. Invoking the Log disk command causes XTreePro to log a disk while retaining other logged disks in memory. Invoking the ALT/Log disk command causes XTreePro to log a disk and release other logged disks from memory. Select ALT/Log disk when you want to work with single disks or limit the amount of memory XTreepro occupies.
Select a Disk	Choose a disk which is already logged to be the current disk.

CHAPTER 2

GETTING STARTED

Review the minimum system requirements listed below and be certain that your system conforms to them. Follow the simple steps provided to complete the installation process and register your program with Executive Systems, Inc.

System Requirements

For XTreePro to run smoothly, your system should conform to the following requirements:

- 256K or more of RAM Memory
- MS-DOS or PC-DOS version 2.1 or greater
- 100% IBM PC compatible, i.e. BIOS and DOS functions that are PC-DOS compatible, as defined in the IBM Technical Reference Manual and the IBM DOS 2.1 Technical Reference Manual.

Installation

Before you install XTreePro onto your system, it is a good idea to make a copy of the program diskette. If you have two floppy disk drives, insert your XTreePro diskette into the A: drive and a blank target diskette into the B: drive. At the DOS prompt, type

diskcopy a: b:

Your system will automatically make the copy.

If you have only one floppy drive, insert your XTreePro diskette into the A: drive. This is your source diskette. At the DOS prompt, type

diskcopy a: a:

When DOS prompts you for the destination diskette, remove the XTreePro diskette from the A: drive and replace it with the target diskette.

If your target diskette is unformatted, DOS will format it for you as it performs the copy operation.

After you have made a copy of your XTreePro diskette, you are ready to install it. With the XTreePro diskette in the A: drive, log onto that drive. At your DOS prompt, type

A:

press ENTER

Your screen displays the prompt for the A: drive. Type

install

press ENTER

Follow the onscreen instructions to place XTreePro into a directory of its own named XTPRO.

☛ Starting Up

Before running XTreePro, you should use the DOS commands TYPE or PRINT to examine the contents of the README.DOC file which is on your program diskette. This text file contains notes regarding your particular version of XTreePro and may be helpful in running the program for the first time.

Starting up XTreePro is a simple operation. At the DOS prompt, change to the XTreePro directory. For example:

C>**cd\xtpro**

press ENTER

(You might want to put the XTreePro directory in your path command so that you can access it from any directory. See the section on Disk Organization for instructions.)

Type XTPRO and press the ENTER key:

C>**xtpro**

press ENTER

If you wish to have XTreePro work with the directories and files of a disk other than the currently logged disk, type a space, the letter for the desired drive, and a colon before pressing the ENTER key:

C>**xtpro d:**

press ENTER

XTreePro presents its opening screen and reads the directory and file names from the requested disk. When XTreePro is ready to accept your commands, the File and Directory Windows are displayed and the current directory is highlighted.

☛ Special Notices

Please review the following special notices before you begin your work with XTreePro.

Becoming a Registered User

To become a registered user, eligible for technical support, upgrade notification, and other information and services, please complete and return the enclosed registration card. We value our registered users and hope you will send us your comments on XTreePro.

Your program's serial number appears at the bottom of the title screen. It is also displayed at the bottom of your screen when you press CTRL/ALT (Hold down the CTRL key and press ALT) from the Directory Window. Please copy this number onto your registration card and have it available if you call for technical support.

A Cautionary Note

XTreePro is a delight, and so easy to use that you will want to begin working immediately. However, XTreePro is such a powerful tool, you can erase a group of files with a few keystrokes. If you initiate a command that could result in a problem, press ESC to cancel that command.

CHAPTER 3

UNDERSTANDING XTreePro's DISPLAYS

XTreePro provides six display windows and a DOS-like Command Shell. Cursor keys, disk selection keys and function keys enable movement within and between the windows, and a sequence of help screens offers context-sensitive information.

The Main Display

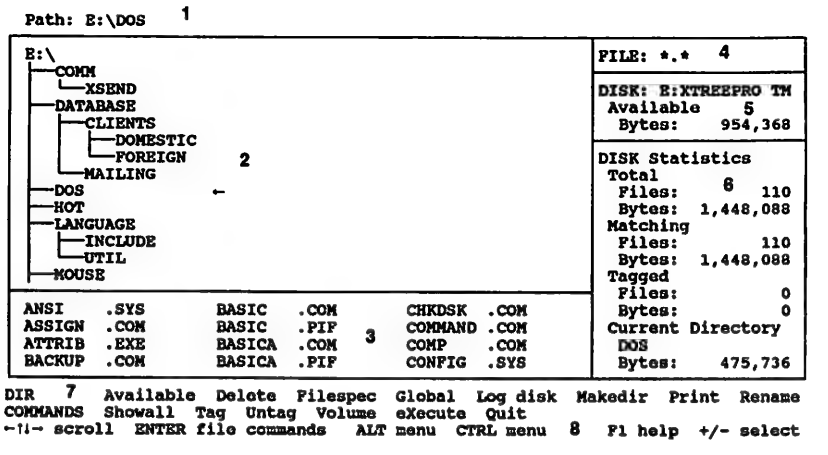
XTreePro's first display is the Main Display, organized into eight separate sections (see Figure 1). Six of these present different facets of a logged disk's structure, displaying directories, files, and statistical information. Another section displays the available commands, and the last section indicates program control keys.

1 – PATH IDENTIFICATION LINE

Identifies the current drive and directory path being accessed by XTreePro. If only the drive letter and "\" symbol are displayed (e.g. C:\), XTreePro is at the disk's Root Directory. A name after the backslash indicates a subdirectory.

2 – THE DIRECTORY WINDOW

Displays the directory structure of the current disk in a graphic outline form much like a tree structure. The root directory (C:\) is at the top of the tree, and all other directories are sorted alphabetically. Main directories are to the left; subdirectories are indented.



The Main Display, Figure 1

When you first start the program, the highlighted directory is the one that was active when you loaded XTreePro. You can override this default to have XTreePro highlight the root directory initially. Refer to the Command Line Configuration Options in the Configuration section. As you scroll through the directory list using the arrow keys, the highlight bar always identifies the current directory and the the Path Identification Line changes accordingly.

3 – THE FILE WINDOW

Lists the files in the current directory with names that match the current File Specification. Pressing the ENTER key moves the highlight bar into this window so that you can work with your files (see Figure 2). Pressing the ENTER key while the highlight bar is in the Small File Window displays the Expanded File Window (see Figure 3). Pressing ENTER or ESC returns the highlight bar to the Directory Window. A configuration option makes it possible to move directly from the Directory Window to the Expanded File Window, bypassing the Small File Window. See the Configuration section for details.

The Small File Window displays up to 12 files at one time. As many as 57 files can be listed in the Expanded File Window display. If there are more files in the current directory than are displayed, use the arrow keys or the Pg Up and Pg Down keys to scroll the highlight bar through the file list. Use the End key to move the cursor directly to the last item of the entire list and the Home key to move the cursor directly to the first item.

> If the File Window displays the information **No Files!,** there are no files in the current directory that match the File Specification.

For a further discussion of available bytes compared to the information obtained with the CHKDSK program, please refer to the section called Important Technical Information.

4 – FILE SPECIFICATION BOX

The key to XTreePro file operations. XTreePro displays only **matching files, those files with names that match the file specification**. You will generally choose to have a wildcard name here as opposed to a single file name. When XTreePro is first started, the *.* wildcard specification is displayed, designating that all files are matching.

Use a wildcard or type in a specific filename to locate a specific file anywhere on a disk or on any logged drive. Refer to the Helpful Hints section for an example.

To view combinations of files, you may enter as many as 4 file specifications at any given time, separating them with commas. When the length of a multiple file specification exceeds the space available in the File Specification Box, a right arrow indicates that part of the file specification is not visible.

5 – DISK SPECIFICATION BOX

Identifies the disk currently referenced by XTreePro. It contains the drive identifer (A...Z), the Volume Label (if present) and the number of bytes available on the disk for file and directory storage. This display is immediately updated each time you log onto a new drive or make a change to the disk XTreePro is referencing.

6 – STATISTICS BOX

When the Directory Window or the Showall File Window is active, the statistics which appear reflect the data for the current disk. When the Small File Window or Expanded File Window is active, only the statistics for the current directory are displayed. And, when the Global File Window is active, statistics are displayed for all logged disks. Statistics are immediately updated each time you make a change.

You can check this display box for the number of files and how many bytes these files use. You can also see how many files match the current file specification and the amount of disk space they utilize. Moreover, you can see how many files have been tagged (marked with a diamond) for later processing and how many bytes these tagged files occupy. With this information, you can plan your organizational tasks more efficiently.

This box always displays the current directory or file in upper-case letters, as well as the number of bytes contained in it.

The reference table below shows the relationship between the active window, the title of the Statistics Box, and the scope of XTreePro's operations:

Active Window	**Title of Statistics Box**	**Scope**
File Window	Directory Statistics	Directory only
Directory Window	Disk Statistics	disk
Showall Window	Showall Statistics	disk
Global Window	Global Statistics	all logged disks
CTRL/Showall	Showall Statistics	tagged, disk
CTRL/Global	Global Statistics	tagged, all logged disks

7 – COMMAND MENU

Commands are displayed on two lines below the windows. The first upper-case letter of the command is in bold type, identifying the key you should press to invoke the command function.

There are two different sets of XTreePro command menus. Directory Commands affect directories and are visible only when the Directory Window is active. File Commands affect files and are visible only when one of the File Windows is active.

8 – PROMPT LINE

This helpful guideline is always displayed, providing additional options. Two of these options, the CTRL and ALT menus, are accessed by pressing the CTRL or ALT key. The CTRL commands can be invoked by holding the CTRL key and pressing the command letter. CTRL commands typically act on tagged or multiple files. The ALT commands can be invoked by holding the ALT key and pressing the appropriate letter. These ALT commands perform advanced management operations.

The prompt line also displays active function keys.

☛ Moving Around the Windows

XTreePro provides you with three basic types of operations:

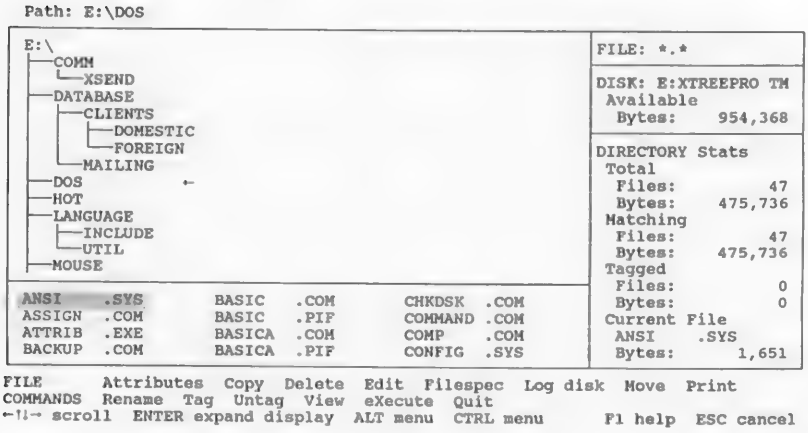
- Cursor Controls – to position the highlight bar within the Directory Window and the File Window
- Command Keys – to act on disks, directories, and files
- Function Keys – to control XTreePro and provide help information, if needed

In XTreePro, you move within and between windows in order to accomplish your various organizational tasks. Two major windows are available: the Directory Window and the File Window. The window in which the highlight bar appears is the **active window**. The active window determines which commands are currently available.

A subsidiary window, the Destination Directory Window, is available when invoking a Copy or Move command. Refer to the Destination Directory Window section for details.

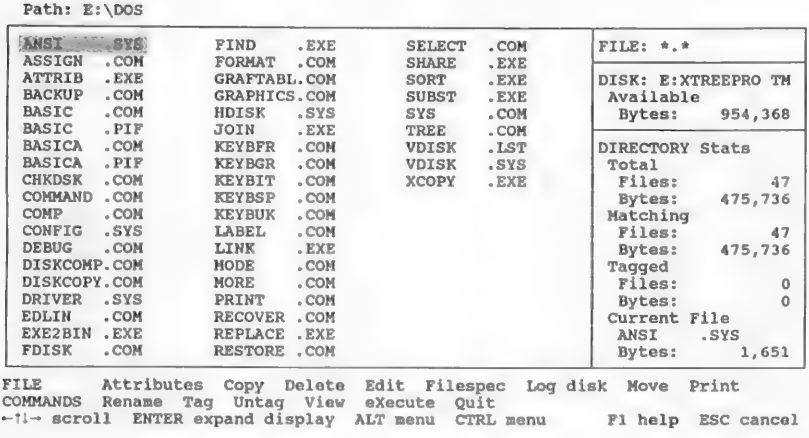
The File Window takes on the following four formats:

Small — Small window underneath the Directory Window. File commands affect matching files in the current directory.



The Small File Window, Figure 2

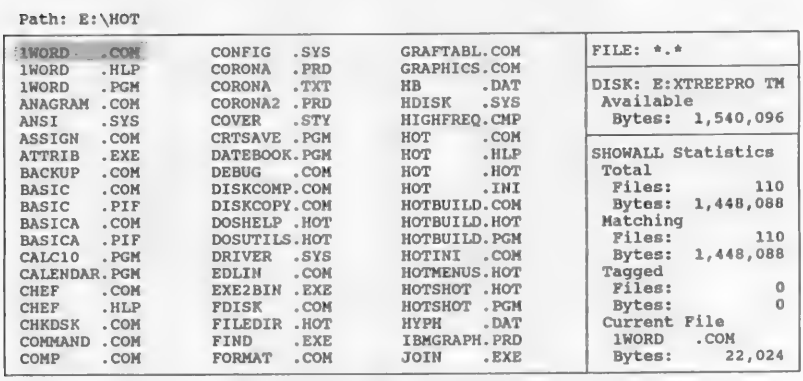
Expanded — Large window which replaces the Directory Window and the Small File Window. As above, file commands affect only matching files in the current directory.



The Expanded File Window, Figure 3

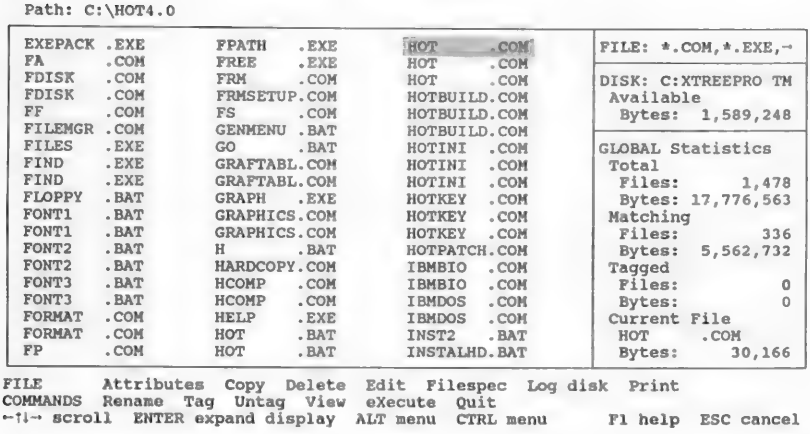
Showall

Large window similar to the Expanded File Window. To access, press S when the Directory Window is active. Matching files in ALL directories on the disk are displayed and affected by the file commands. A variation of the Showall Window displays only the tagged files in all directories.



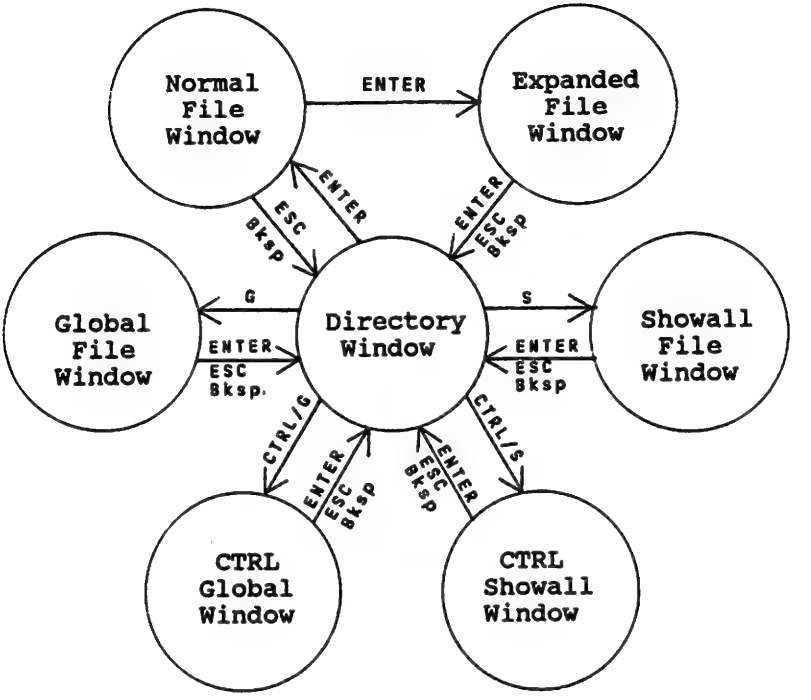
The Showall File Window, Figure 4

Global — Super-Showall window. To access, press G when the Directory Window is active. Matching files in all directories on all logged disks are displayed and affected by file commands. A variation of the Global Window displays only the tagged files in all directories on all logged disks.



The Global File Window, Figure 5

The ENTER, ESC (cancel) and Bkspc (backspace) keys are used to move between windows, as shown in the figure below:



Moving Around the Windows, Figure 6

Cursor Controls

Pressing the cursor keys moves the highlight bar from item to item within a window:

Page Up and Page Down	provide for major movement to the last element of a window, and then from one section of a list to the next. For example, if the highlight bar were positioned in the File Window at the first file name in a directory, pressing the Page Down key moves it to the last file in the window. Pressing the Page Down key again would display the next section of the file list. A reverse movement would be accomplished by pressing Page Up.
Home	moves the highlight bar directly to the first item of the entire list.
End	moves the highlight bar directly to the last item of the entire list.
Space Bar	acts like a Down Arrow when scrolling within a window.

Additional Cursor Controls In the Directory Window:

Up and Down Arrows	allow you to scroll through the directory tree display sequentially in either direction.
Right Arrow	moves the highlight bar down the current path to the last subdirectory and stops at the end of the branch.
Left Arrow	moves the highlight bar to the parent of the current directory. It stops when the parent is the first-level subdirectory.
TAB	moves the highlight bar down to the next directory on the same level as the current directory, within the same branch.
SHIFT TAB	moves the highlight bar up to the next directory on the same level as the current directory, within the same branch.

Using TAB and SHIFT TAB for speedy highlight bar movement up and down directories of the same level is especially useful if the tree structure contains numerous branching subdirectories.

Additional Cursor Controls In the File Windows:

Right and Left Arrows	allow you to move the highlight bar horizontally from column to column.

Disk Selection Keys

+ and –	use these keypad keys in the Directory or File Windows to select a previously-logged disk, i.e. a disk whose information is already in memory.

+ selects the next drive in sequence

– selects the prior drive

The Directory Window always becomes the active window when a drive is selected.

The Function Keys

F1	accesses context-sensitive help.
F2	displays the Destination Directory Window. This is only available when a COPY or MOVE operation is prompting for the destination path.
F9	CTRL lock. This is an alternative to holding down the CTRL key. Press F9, followed by a command key to invoke CTRL/key commands.
F10	ALT lock. This is an alternative to holding down the ALT key. Press F10, followed by a command key to invoke ALT/key commands. This is useful if your keyboard does not have an ALT key.
ESC	cancels an operation in progress. The command menu is restored. Sometimes there is a delay before cancellation, such as during a file copy command. This is because the command will not cancel until it finishes working with the current file.

☛ Using XTreePro HELP

XTreePro provides extensive help information in a logical sequence of help screens. These screens describe the various window displays and the use of the cursor, function, and editing keys. In addition, you can review both brief descriptions and in-depth information on every directory and file command in each of the three command sets - Standard, CTRL, and ALT.

XTreePro's help screens are context-sensitive so that you can access appropriate information from anywhere within the program. For example, if you invoke the Makedir command and need assistance when XTreePro prompts you for further information, press F1 and XTreePro displays the specific help screen that describes the Makedir command.

Within Help, selectable topics are highlighted. Use the arrow keys to move the highlight bar to the topic you want to select and press ENTER.

Five selectable options are displayed on each help screen. These options are Next Page, Prior Page, Directory Commands, File Commands, and Index. To select one of these options, press the highlighted character, or use the arrow keys to highlight the option and press ENTER.

Next Page	Displays the next screen(s) of help information. Continue to select this option to display the entire sequence of help screens.
Last Page	Displays the previous screen(s). Select this option to review a prior section.
Directory Commands	Provides a list of directory commands with brief descriptions. Select a specific command to display more information and detail about its use.
File Commands	Provides a list of file commands with brief descriptions. Select a specific command to display more information and detail about its use.

Index

Lists the help topics in sequence, each marked with an asterisk, as well as information on using the help screens and contacting technical support. To display the entire sequence of help screens, select Tutorial. Continue to press Next Page until you have completed viewing all the help screens, or highlight a Window Display option and study it in detail. Select How To Use XTreePro Help for a general explanation of the help screens. Select Technical Support Information if you encounter a problem or question you cannot resolve, even after referring to the appropriate section of your XTreePro manual.

Press ESC to return to XTreePro when you have acquired the information you needed and are ready to resume working with XTreePro.

☛ The Destination Directory Window

The Destination Directory Window overlays the Directory Window and File Window display and is invoked during Copy or Move operations by pressing F2. Use it to facilitate choosing a destination path. Scroll through the displayed directory tree structure using the arrow keys.

Press F2 or ENTER to feed a path name to the destination prompt. You can then use the editing keys to make a change before you press ENTER. Press ESC from the Destination Window to return to the destination prompt without feeding a pathname.

When you call up the Destination Window to perform Copy or CTRL/Copy operations, you can invoke Log to log another drive and display its directory information in the Destination Window. If the drive you specify is already logged, the drive information will be displayed from memory and the disk will not be read. You can also select a previously-logged disk with the + and - keys.

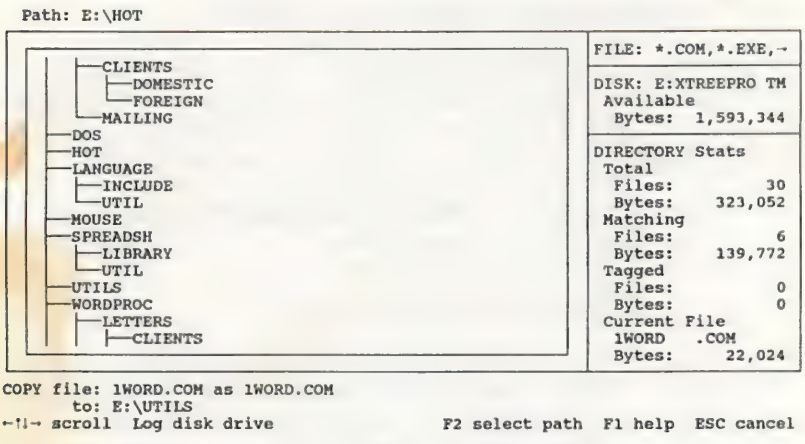
When you call up the Destination Window to perform Move or CTRL/Move operations, you have no option to invoke ALT/Log or select another disk. Moves can only occur to the same disk as the source files.

For additional information on the Destination Directory Window, refer to the discussion of Copy and Move Commands in the chapter entitled Using XTreePro's Commands.

Destination Directory Window Choices

Listed below are the options available from within the Destination Directory Window and the actions they initiate:

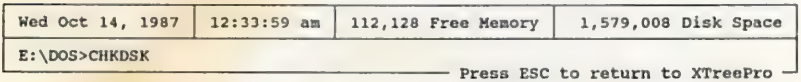
- Cursor keys — select a path
- + or – — selects a different disk that has been previously logged (Copy operations ONLY)
- Log — logs another disk (Copy operations ONLY)
- F2 — selects a destination path and feeds it
- ESC — returns to the destination prompt without feeding a path



The Destination Directory Window, Figure 7

☛ The Command Shell

The Command Shell provides a way for you to execute DOS commands or programs without leaving XTreePro. Display the Command Shell by invoking the e**X**ecute or ALT/e**X**ecute command. Enter commands in the Command Shell just as you would at the standard DOS prompt.



The Command Shell, Figure 8

The Command Shell provides useful statistical information at all times, displaying the:

- system day and date
- system time – in hours, minutes, seconds
- amount of memory available to application programs - in bytes
- amount of disk space available on the current drive - in bytes
- current disk drive, path and angle bracket as part of the Command Shell prompt

Entering Commands

You can enter DOS commands at the Command Shell prompt, as a line of up to 127 characters. There are two special conditions to remember:

- The four DOS commands SET, BREAK, PATH and PROMPT are only valid if executed from a batch file. They will remain active until the batch file processing is complete. Once you return to the Command Shell, they are reset.
- If you run the XTreePro configuration utility from the Command Shell, you must reload XTreePro for the changes to become effective. See the Configuration section for more information.

When you are typing and editing an input line in the Command Shell, the following keys are available to you:

Home and End	move the cursor to the beginning or end of the line.
Left and Right Arrows	move the cursor 1 position to the left or right without altering the text.
Backspace	deletes 1 character to the left of the cursor. All characters at and to the right of the cursor are pulled 1 position to the left.
Delete	deletes the character under the cursor. All characters to the right of the cursor are pulled 1 position to the left.
Insert	toggles Insert on or off. When Insert is on, the cursor is displayed as a block, and typing inserts characters to the left of the cursor. When Insert is off, the cursor is displayed as an underline, and typing a character causes it to replace the character under the cursor.
CTRL/Backspace	erases the entire line and moves the cursor to the first position.

ENTER	causes the text to be sent to the XTreePro DOS processor.

The Command History

Pressing the Up or Down arrow keys displays the Command Shell history, a listing of up to 15 of your last command entries. Each time you enter a command which is not already in the history list, it is added to the bottom of the list. Pressing the Up Arrow key causes prior command entries to appear on the Command Shell editing line. Pressing the Down Arrrow key causes subsequent command entries to appear. Use the Up and Down arrows to scroll through the Command History until the command you wish to repeat is displayed at the prompt. You can then use any of the above input line editing keys to modify the line before pressing ENTER to process it.

CHAPTER 4

USING XTreePro's COMMANDS

XTreePro provides two sets of command menus:

- Directory Commands may only be executed while the Directory Window is active.
- File Commands may only be executed when one of the File Windows is active.

When different File Windows are active, File Commands operate on different groups of files:

Active File Window	**Files Affected by File Commands**
Small or Expanded	matching files in the current directory
Showall	matching files in all subdirectories on the current drive
Global	matching files on all logged drives

A complete listing of these commands is included in the Appendix entitled Quick Reference to Keys and Commands.

There are three sets of Directory Commands and three sets of File Commands. These are the Standard Commands, CTRL Commands and ALT Commands:

Standard Commands	are the commands usually displayed at the bottom of the screen. These are invoked when you key in the first upper-case letter of the command. Standard commands generally operate on **individual** directories or files.
CTRL/Key Commands	are displayed when you hold down the CTRL key. These are invoked when you hold down the CTRL key as you press the first upper-case letter of the command name. CTRL/key commands typically act on **multiple** files or directories.
ALT/key Commands	are displayed when you hold down the ALT key. These are invoked when you hold down the ALT key as you press the first upper-case letter of the command name. ALT/key commands are **advanced** file and directory commands that **extend the function of the standard commands**.

Every XTreePro command prompts you for all required input. XTreePro asks for confirmation before a potentially destructive operation begins (e.g. Delete file).

The following keys are available for editing the input line:

Home and End	moves the cursor to the beginning or end of the line.
Left and Right Arrows	moves the cursor one position to the left or right without altering the text.
Backspace	deletes one character to the left of the cursor. All characters from the cursor on are moved one position to the left. If no characters are to the left of the cursor, Backspace is equivalent to Delete.

Delete	deletes the character under the cursor. All characters to the right of the cursor are moved one position to the left.
Insert	toggles Insert on or off. When Insert is on, the cursor is displayed as a block, and typing inserts characters to the left of the cursor. When Insert is off, the cursor is displayed as an underline, and typing a character causes it to replace the character under the cursor.
CTRL/Backspace	erases the entire line and moves the cursor to the first position.
Up Arrow	displays the most recent entry. XTreePro maintains a copy of the most recent entry for each of the commands.

☛ Directory Window Commands

When the highlight bar is located in the Directory Window, the Directory Window is active, and the directory commands are displayed at the bottom of the screen. (see Figure 1, reference 7). The following is an explanation of these command functions:

Standard Commands

Available

calls for a report of any available, still unused space on a disk. When you invoke this command by pressing the **A** key, XTreePro prompts you to enter the disk specifier, that is, the letter name of the disk you wish to check. This disk is then accessed, and the number of bytes available is reported. The Prompt Line instructs you to press any key to continue; once you do so, the directory commands reappear.

Delete

commands XTreePro to remove the current (highlighted) directory from the current disk. To be deleted, a directory must be empty, containing neither subdirectories nor files. Furthermore, it may not be the Root directory.

When you press **D** for Delete, you are asked to confirm this operation. If you answer Yes by pressing the "Y" key, XTreePro deletes the directory and updates the information in the Directory Window. If you change your mind or decide to keep the directory, press "N" for No or ESC to cancel the operation.

Filespec

changes the File Specification, i.e. selects a new group of files to be used in XTreePro's operations. When you choose Filespec, XTreePro prompts you for a new file specification. If you press ENTER, the wildcard file specification ***.*** is used to select all available files. Up Arrow displays the current file specification, which can then be edited. Or, you may enter as many as four different file specifications separated by commas. Use ***** and/or **?** characters to specify a particular group of files to be used.

For example, entering a multiple file specification of *.EXE,*.BAT,*.COM (the executable file extensions) would enable you to find all executable files for group operations. Select Showall to display all executable files on the current drive; select Global to display all executable files on all logged drives.

Once you have entered a new file specification, the File Specification Box and the Matching Files information in the Disk Statistics Box are updated to reflect your new selection. The files in the File Window match the new file specification.

A right arrow in the Filespec box indicates that all file specifications are not visible. To see the complete file specification, press **F** at the prompt line, followed by Up Arrow. After you read the complete file specification, press ESC.

Global

enables you to work with all matching files across all logged disks. When you press **G**, the display changes to a large File Window, listing all the files that match your file specification on all logged disks. As you move the highlight bar, you can check the path identification line at the top of the screen to see where a particular file is located.

Log disk

enables you to log a new disk and have XTreePro retain information for the current disk in memory. In this case, XTreePro uses more memory since it is now holding information for multiple disks. Should XTreePro report that it does not have enough memory, you should select ALT/Release Disk.

When XTreePro prompts you for the new disk to log, enter the drive specifier that identifies the new disk. XTreePro reads the new disk's directory and file information, regardless of whether or not it has been previously logged. If you try to log onto a disk which is unavailable (such as a hard disk that is not turned on), XTreePro tells you that you've chosen an invalid disk drive. If your choice is valid, XTreePro logs the disk and constructs a new directory tree within your Directory Window display. The Disk Specifications Box and the Disk Statistics Box are both updated as well.

> You can select a previously logged disk from memory without relogging. Press + or −.

There are two exception conditions during logging:

User-initiated Exception

When you press the ESC key and interrupt the logging operation, the bottom of the screen prompts:

Continue logging Quit XTreePro ESC cancel

Press **C** to continue the logging operation, or press **Q** to exit the program and return to the DOS prompt. If you press ESC again, XTreePro either returns to the previous disk (if you already performed a Log operation) or prompts you to log a disk:

Log Disk: ( )
Type drive letter
ESC cancel

Key in the disk specifier for the disk you want to log. If you press ESC here, XTreePro prompts you again with the first prompt defined above. XTreePro requires a decision since at least one disk must be logged.

Out of Memory Exception

This exception is initiated by XTreePro. For example, you have been working on the C: drive and you want to log the D: drive as well. However, there is not enough memory available to log both drives. XTreePro prompts you with a message and offers two options: Quit XTreePro and exit to DOS or press ESC to remain in the C: drive.

If you want to log drive D:, choose ALT/Log which releases all previously-logged drives, thus freeing up memory.

If a single drive requires more memory than is available, XTreePro displays a partial tree structure of the disk and prompts you with a message:

Out of Memory - Partial drive logged

You can then work with the directories and files that are displayed.

Makedir

adds a new directory to the current disk. Use this command to create a subdirectory under the highlighted directory. When XTreePro prompts you for the name of this new subdirectory, you must enter a single directory name, without any backslash characters, which follows the normal rules for DOS file names without wildcard characters. After XTreePro creates the new directory, the Directory Window is updated to show the new directory in its proper place within the tree structure.

Print

prints directory information on your printer. When the command is invoked, XTreePro prompts you to select the type of directory data to be printed. The following choices can be selected by keying in the appropriate letter:

Catalog of tagged files	prints the names and statistics of all files that have been tagged on the current disk. The printout contains a heading for each directory on the disk that has at least one tagged file, followed by a list of files in that directory that are tagged. The files are listed in the sort order that is currently in effect for the File Window (see ALT/Sort).
Pathnames	prints a list of all path names on the current disk. Each path name is printed on one line, in the tree-structure order.

Tree — prints the directory tree structure as you see it in the Directory Window. Graphic characters are translated into ASCII equivalents.

Before XTreePro performs any of the print functions, it prompts you for the number of lines to print per page. The default number of lines is a configuration item which you can predefine. Refer to the Configuration section for details. At this point, you have three options:

1. Press ENTER to accept the default and begin printing.
2. Edit the number of lines per page. Enter 0 to print over perforations on the printout.
3. Press Up Arrow to select the number of lines per page that you last entered.

A formfeed is issued at the end of the printout. You can cancel printing at any time by pressing ESC. Refer to the Configuration section for more information on printing.

Rename

changes the name of the current directory. Before you invoke this command, locate the highlight bar over the directory you wish to rename. When you invoke this command, XTreePro displays the name of the current directory and prompts you for the new name. This name must be a single directory name, without backslash characters, which adheres to the normal rules for a DOS file name without wildcard characters. XTreePro renames the directory and updates the Directory Window to show the new name. Note that you cannot rename the Root directory.

Showall

changes the display to a large File Window. Showall displays ALL matching files on the current disk, not just those in the current directory. (See Figure 4) This display enables you to work with files across the entire disk, i.e. without regard to which directory they are in. For example, all *.DOC files in all directories on the disk can be deleted, copied, or renamed in a single operation from this display.

Note that as you scroll through the list of files, the path identification line may change, indicating where the file is located. Statistics for the entire disk are displayed in the Statistics Box.

Tag

tags (marks with a diamond) all matching files in the current directory, allowing them to be affected by XTreePro's multiple-file commands. After XTreePro has tagged all the files within the directory, the File Window is updated to display tag markers adjacent to each filename. Also updated are the statistics for tagged files in the Disk Statistics Box.

Untag

clears (removes) the tag from all matching files in the current directory, protecting them from being affected by XTreePro's multiple-file commands. Only files matching the current File Specification are untagged. Both the File Window and the statistics for tagged files in the Disk Statistics Box are updated.

> Untag files when you complete an operation so that they will not be accidentally acted on at a later time.

Volume

changes the volume label name of the current disk. Select this command to enter a new volume name (upper case only) of up to eleven characters, using standard DOS rules for volume labels. After you key in the name, XTreePro writes the new volume name to the disk. XTreePro reports an error if the new volume name is the same as the name of a file or directory in the Root directory.

e**X**ecute

allows you to execute programs and DOS commands from within XTreePro. Invoking this command displays the Command Shell. For a complete discussion of the Command Shell, please refer to that section of the text.

This command is identical to the ALT/eXecute command explained in the ALT Directory Commands section, with the following important exceptions:

- XTreePro occupies more memory than it does when you use the ALT/eXecute command. The amount of memory XTreePro occupies is dependent on the total number of directories and files that are logged. Since XTreePro remains in memory and maintains all information intact, less memory is available for program operation and command execution. If there is insufficient memory to perform an operation, return to XTreePro and release any drives which are not needed.

- Since all disk information has remained in memory, there is an immediate re-display of the current directory and file information when you return to XTreePro. It is unnecessary for XTreePro to take the time to relog any disks that were logged prior to invoking this command. If you have not added, removed, or changed any files or directories on the logged disks while working within the Command Shell, XTreePro performs normally. However if any changes were made to logged disks, XTreePro may report errors while performing its operations.

  If you see the following error message during any of XTreePro's commands:

  ERROR: Disk Has Been Changed

  XTreePro is telling you that information on the disk was changed during the eXecute command, and you should use the Log command to relog the disk.

Pressing ESC returns you to XTreePro from the Command Shell. XTreePro displays the current disk information and places the highlight bar on the current directory.

Quit

enables you to exit XTreePro and return to the DOS command prompt. XTreePro prompts you to confirm the Quit operation. Pressing Y confirms the choice and initiates the exit to DOS. Pressing N or ESC cancels the operation and returns you to XTreePro.

CTRL Directory Commands

CTRL/**G**lobal

enables you to show all matching **tagged** files across **all logged drives**. All subsequent operations work in a manner identical to the standard Global display.

CTRL/**S**howall

displays all **tagged** files on the **current disk** that match the File Specification. All subsequent operations work in a manner identical to the standard Showall display.

CTRL/**T**ag

tags all matching files **on the entire disk**, no matter what the current directory is. Tag markings are displayed adjacent to all file names to indicate which files may be acted on by XTreePro's multiple-file commands.

CTRL/**U**ntag

clears (removes) the tag from all matching files **on the entire disk**, no matter what the current directory is. All tag markings adjacent to any filenames are removed so that they will not be affected by any commands you may subsequently issue. This is a good command to use periodically in order to insure that no files are tagged.

ALT Directory Commands

Use these commands to extend the function of the standard directory commands.

ALT/File Display

changes the format of the display in the File Window. Normally, XTreePro lists only the name and extension of each file (and tag markings, if any) in the File Window, and the list of files is shown in three columns.

```
ANSI    .SYS      BASIC   .COM      CHKDSK  .COM
ASSIGN  .COM      BASIC   .PIF      COMMAND .COM
ATTRIB  .EXE      BASICA  .COM      COMP    .COM
BACKUP  .COM      BASICA  .PIF      CONFIG  .SYS
```

There are two alternate formats:

- 2-column display — shows the file name, extension, tag markings (if any), size and attributes

```
ANSI    .SYS    1,651 .a..   BASIC   .COM   19,298 .a..
ASSIGN  .COM    1,536 .a..   BASIC   .PIF      369 .a..
ATTRIB  .EXE    8,247 .a..   BASICA  .COM   36,396 .a..
BACKUP  .COM    6,234 .a..   BASICA  .PIF      369 .a..
```

- 1-column display — shows the file name, extension, tag markings (if any), size, attributes and date and time of creation/last modification

```
ANSI    .SYS    1,651 .a.. 12-30-85 12:00 pm
ASSIGN  .COM    1,536 .a.. 12-30-85 12:00 pm
ATTRIB  .EXE    8,247 .a.. 12-30-85 12:00 pm
BACKUP  .COM    6,234 .a.. 12-30-85 12:00 pm
```

To change the File Window format, press ALT/F until you see the format you want. All subsequent displays in the File Window are in the new format, until you use the ALT/File display command again.

Note that files with 10 million bytes or larger display a string of "#" as their size indicator. To determine the actual file size, highlight the filename and the Statistics Box will display the actual number of bytes occupied by the file.

See the Configuration section for information on modifying the file display default.

ALT/Log Disk

When you use this command, XTreePro logs a new disk and releases all currently-logged disks from memory. If you don't intend to work with multiple disks, you should log new disks with this command. You should also choose this method of logging whenever you want to limit the amount of memory XTreePro occupies.

When XTreePro prompts you for the new disk to log, enter the drive specifier that identifies the new disk. XTreePro reads the new disk's directory and file information, regardless of whether or not it has been previously logged. If you try to log onto a disk which is unavailable (such as a hard disk that is not turned on), XTreePro tells you that you've chosen an invalid disk drive. If your choice is valid, XTreePro logs the disk and constructs a new directory tree within your Directory Window display. The Disk Specifications Box and the Disk Statistics Box are both updated as well.

ALT/Release Disk

displays a list of the currently-logged disks and enables you to free up the memory used by a logged disk. Should XTreePro report it can't log another disk or that it has insufficient memory to perform an operation, it prompts you automatically, asking if you want to cancel the operation or release a disk and free the memory required. This command may also be useful before using the eXecute command. Releasing disks allows more memory to be available for running programs from the Command Shell. Enter the drive specifier of the drive to be released, and press ENTER.

ALT/Sort Criteria

changes the order in which files are displayed in the File Window. As a default, XTreePro displays files in alphabetical order by name. When you select this command, XTreePro prompts you to select a new sort order which XTreePro is to use in all subsequent File Window displays. The following choices are available and are selected by keying the appropriate letter:

Name — displays files in alphabetical order by their names. This is the default sort criterion.

Extension — displays files in alphabetical order by their file name extension. For example, all the *.DOC files appear before the *.TXT files. Files with the same extension are displayed in alphabetical order by name.

Date — displays files in order of creation/last modification date. Older files are shown first followed by files which were created or modified most recently. Files with the same date and time are ordered by name.

Size — displays files ordered by their size. The smallest files appear first, followed by larger size files. Files with the same size are ordered by name.

Unsort — displays files in the actual order in which they are stored on the disk, just as you would see them if you typed the DIR command at the DOS prompt.

Two additional toggle options provide further control. Should you choose to use these options, it is recommended that you select them first and then choose your sort criterion:

Order — Although the default display is in ascending order, you may choose to change to a descending order. In this way, you can find the largest or smallest, oldest or newest files on your disk. Pressing **O** toggles the order and keeps you in the ALT/Sort prompt line. You can then select one of the sort criteria.

Path This toggle applies only to Showall and Global displays and allows you to specify that files be sorted sequentially in path order. Select Path Yes to group files according to directories. Select Path No to display all files sorted by the current sort criterion only.

> All ALT/Sort options are configurable. See the Configuration section for details.

ALT/**T**ag

tags all matching files on the current disk that have certain file attribute settings. File attributes are four special DOS switches that can be set on or off, causing the status of the file to change in certain ways. These attributes are **R** for Read-Only, **A** for Archive, **S** for System and **H** for Hidden. They are discussed in more detail in the File Window Commands section on attributes and in your DOS manual.

When you select the ALT/Tag command, XTreePro prompts you to enter a set of attributes. To enter these attributes, type a "+" or a "–" followed by the attribute letter you want. Typing a "+" in front of the attribute tags all files with that attribute On. Typing a "–" in front of the attribute tags all files with the attribute Off.

You may enter from one to four attributes. XTreePro ignores any attributes that are not entered when it tests a file to see if it should be tagged. For example, "+A–R" would tag all matching files which have the Archive attribute ON and the Read-Only attribute OFF.

XTreePro provides a configuration option for filtering system and hidden files so that they will not be displayed. Refer to the Configuration section.

ALT/**U**ntag

removes the tag from all matching files on the current disk that have certain attribute settings. Instructions for specifying the attribute settings are the same as previously discussed in the ALT/Tag command section.

ALT/eXecute

provides a way to run programs and execute MS-DOS commands without leaving XTreePro. When executing commands and programs in this manner, XTreePro remains in memory, freeing up memory used for maintaining directory and file information by releasing all disks. When you select the ALT/eXecute command, XTreePro calls up the Command Shell screen which displays an input line prompt. The prompt displays the current disk and prompts you for DOS command line input.

Refer to the Command Shell section for more information.

Pressing ESC returns you to XTreePro. There is some delay while XTreePro relogs the current disk and places the highlight bar in the Directory Window.

> Although XTreePro remains in memory, it is NOT a Pop-Up program and cannot be accessed from within other programs.

ALT/Quit

exits XTreePro and returns to the DOS command prompt. XTreePro automatically sets the current directory in DOS to be the same as the current directory setting in XTreePro. When invoked, XTreePro displays the following prompt:

Quit XTreePro and return to DOS (Y/N) ?

Pressing Y causes you to leave XTreePro entirely and return to DOS. Pressing N or ESC cancels the operation.

File Window Commands

When the highlight bar is positioned in The File Window, the File Window is active, and the file commands are displayed at the bottom of the screen. (See Figures 2,3,4) Remember that file commands work only on matching files in the **current directory**, unless you are in the Showall or Global File displays. In the Showall display, file commands operate on matching files in **all directories on the current disk**. In the Global display, commands operate on matching files in **all directories on all logged disks**.

Three sets of commands are available from the File Window, just as in the Directory Window. These sets are standard, CTRL/commands and ALT/commands. Only those commands that are appropriate in each mode are displayed.

Standard File Commands

The standard file commands are the most extensive group of commands. They operate on the current file.

Attributes

displays the time, date, and attributes for the current file and allows the attributes to be changed. These attributes are four special DOS switches that can be turned on or off, causing the status of a file to change in specific ways. The four attributes are Read-Only, Archive, System and Hidden. You can set or clear the attributes by prefixing the attribute letter designation on the input line with either a "+" or "–." When you invoke the attribute command, the screen prompts:

ATTRIBUTES for file: (FILENAME) mm-dd-yy hh:mm [attribute]

:

enter attribute changes (+/– R A S H)

Displayed are the file name, the date and time the file was created, and a listing of those attributes which are already on. You may change from one to four of the attributes in a single operation. Suppose you want to alter a file so that it is Read-Only and Archived. You would type +R+A and press ENTER. Once you have set the attributes, they are written to the disk. If you want to view the attributes without changing them, simply press ENTER (or ESC). The prompt disappears and the commands reappear.

Here are definitions of the four attributes:

r = Read-Only — When this attribute is on, the file can be read but cannot be modified. This protects the file and is a good security measure. Enter +R to turn this attribute on or −R to turn it off. You can overwrite a Read-Only file with XTreePro although you are prompted to confirm the operation first. XTreePro will not delete, move, ore rename a Read-Only file.

a = Archive — When this attribute is on, the file is marked as having been modified or newly created. Backup programs generally back up only those files that have the Archive attribute set. After the files are backed up, the backup program removes the Archive attribute. If you turn off the archive attribute, the backup program assumes the file has not been modified since the last backup and the file is not part of your next backup operation (unless it is subsequently modified). Enter +A to turn this attribute on or −A to turn it off.

s = System — When this attribute is on, the file is classified as a system file. This is how DOS protects its own operating files. When a disk is formatted with a system on it, the system files are in a specific physical position on the disk. **System files should not be moved**.

XTreePro does not let you move, delete, rename or overwrite a file with the system attribute set. You can choose whether or not XTreePro displays system files. Refer to the Configuration section for details. Enter +S to turn this attribute on. Turning it off (– S) is quite a dangerous move.

h = Hidden

When this attribute is on, the file does not appear in a DOS directory listing although it is on the disk. XTreePro does not let you move, delete, rename or overwrite a file with the hidden attribute set. You can choose whether or not XTreePro displays hidden files. See the Configuration section for details. Enter +H to turn this attribute on or –H to turn it off.

Copy

Permits you to copy the current file to another disk and/or directory. When you press **C**, the screen first prompts you to enter the name of the new file. Generally, you will want to retain the **same** name; press ENTER to do so. If you want to copy the file using a **new** name, type the desired filename and press ENTER.

XTreePro then prompts you for the destination of the new file. Key in the drive specifier and destination path for the file, and press ENTER. If a drive specifier is not entered, XTreePro assumes the current drive is the destination. If a drive is entered and a path is not, XTreePro assumes the Root directory. When the destination has been entered, the copy operation starts. When the copy is complete, the File Commands menu reappears.

As an alternative to keying in the path, you can display the Destination Directory Window by pressing F2. This enables you to point to the destination path. (See the Destination Directory Window section for more information).

If you attempt to copy over a Read-Only file, XTreePro prompts for confirmation. XTreePro does not allow you to copy over a System or Hidden file. If you are sure you want to do this, first remove the system and/or hidden attributes and then perform the copy operation.

Delete

removes the current file from the disk. When you press **D**, XTreePro prompts you to confirm the deletion. Enter "Y" or "N." XTreePro does not allow deletion of Read-Only, Hidden or System files.

Edit

enables you to edit the contents of a text file. The built-in text editor, 1Word, enables you to create and edit text files from within XTreePro. For a complete discussion of 1Word's editing commands, refer to the 1Word section.

Press E to invoke this command. XTreePro displays the currently highlighted filename:

Edit file: FILENAME.EXT

Press ENTER to edit the file or use the editing keys and type a new filename. If you enter a filename that does not exist, XTreePro displays a blank screen with 1Word's status box of information, enabling you to create a new text file.

When you edit a single file, information for the filename you enter at the prompt is subsequently displayed in XTreePro. .BAK files are also displayed and information is updated.

If you edit more than one file, or write data to another file or create a new PFK file, information for those files will not be displayed by XTreePro until you relog the disk on which those files are stored.

Filespec

changes the File Specification, i.e. selects a new group of files to be used in XTreePro's operations. This command is equivalent to the **F**ilespec command in the Directory Window.

When you choose Filespec, XTreePro prompts you for a new file specification. If you press ENTER, the wildcard file specification ***.*** is used to select all available files. Up Arrow displays the current file specification, which can then be edited. Or, you may enter as many as four different file specifications separated by commas, using ***** and/or **?** characters to specify a particular group of files to be included. For example, entering a multiple file specification of *.EXE,*.BAT,*.COM (the executable file extensions) would enable you to find all executable files for group operations. Select Showall to display all executable files on the current drive; select Global to display all executable files on all logged drives.

Once you have entered a new file specification, the File Specification Box as well as the Matching Files information in the Disk Statistics Box are updated to reflect your new selection.

A right arrow in the Filespec box indicates that all file specifications are not visible. To see the complete file specification, press **F** at the prompt line, followed by Up Arrow. After you read the complete file specification, press ESC.

If you change the file specification to one with no matching files, XTreePro returns you to the Directory Window.

Log Disk

enables you to log a new disk and have XTreePro retain information for the current disk in memory. In this case, XTreePro uses more memory since it is now holding information for multiple disks. This command is the equivalent of the Log command available in the Directory Commands menu.

Move

moves the current file to another directory on the same disk. This operation is similar to a copy followed by a delete of the original file, except that it executes much faster.

XTreePro prompts you for a new name for the file. If you want to keep the same name, press ENTER. XTreePro then prompts you for the destination directory. You may enter any directory on the logged disk, but you may not enter a disk specifier since XTreePro only moves files to the currently logged disk. To move a file to another drive, first use the Copy command and then delete the original file.

You can also press F2 to display the Destination Directory Window which prompts you for the destination of your choice. Refer to the Destination Directory Window section.

XTreePro does not allow movement of Read-Only, System or Hidden files.

The Move command is not available from the Global File Window.

Print

lists the contents of the current file on your printer. If the file you want to print does not contain text information, you may see random and/or nonsense characters appearing on the printout.

Be sure to prepare your printer. Check that it is turned on and that the paper is aligned the way you want it.

Before XTreePro performs the print function, it prompts you for the number of lines to print per page. This default number of lines is a configuration item which you can predefine. See the Configuration section for details. At this point, you have three options:

1. Press ENTER to accept the default and begin printing.
2. Edit the number of lines per page. Enter 0 to print over perforations.
3. Press Up Arrow to select the number of lines per page that you last entered.

A form feed is issued at the end of the printout. You can cancel printing at any time by pressing ESC. For more information on printing, refer to the Configuration section.

> It is also possible to print from within 1Word.

Rename

changes the name of the current file. Key in any valid DOS filename and press ENTER. XTreePro writes the new name to disk and updates the list in the File Window.

XTreePro does not allow you to rename Read-Only, Hidden or System files.

Tag

places a tag or diamond-marker next to the current file. XTreePro's multiple-file commands, such as CTRL/Copy or CTRL/Delete, affect only tagged files.

Untag

removes the tag from the current file, preventing it from being affected by XTreePro's multiple-file commands such as CTRL/Copy or CTRL/Delete.

View

displays the contents of the current file on the screen. When you press **V**, XTreePro displays the first page of the file. The cursor keys, Page Up/Down keys, and Home/End keys can all be used to move around the file. Toggle the display in order to view the file in any of three modes:

Normal	a straight ASCII display
Hex	a hexadecimal display (see the binary value of every byte in the file)
Unformatted	an 80-column ASCII display, especially useful for viewing files that were created with a word processor.

Press D to toggle through the display modes.

When you are viewing a file, the following keys are available:

M	masks eighth bit. Some text programs use the eighth (or high) bit of each byte to hold special information. Because of this, the text may be displayed with odd characters and symbols in place of the expected alphanumeric text. Pressing M turns off the high bit while viewing.

S sets one of 10 markers at the current place in the file.

G goes to one of the 10 markers, i.e. you can instantly move to a section of the file that you had previously marked with the S command.

Shift Up/Down Arrows

These keys cause the file being viewed to scroll continuously without holding down the arrow keys. Pressing 0 - 9 causes the scrolling speed to change, with 0 being the fastest speed. Just press any key when the file has been scrolled to a point where you wish to stop.

When you have finished viewing the file and wish to return to the File Window, press ENTER.

e**X**ecute

provides a way to execute DOS commands or programs without leaving XTreePro. When executing commands and programs in this manner, XTreePro remains in memory and maintains all directory and file information for all logged disks. This results in less memory available for executing commands and programs. Plan ahead and use ALT/**R**elease before you invoke this command to free up memory you may require.

Invoking e**X**ecute displays the Command Shell and enters the current filename (provided it is a .BAT, .COM or .EXE file) on the prompt line. Refer to the Command Shell section for more information.

Press ESC to return to XTreePro. XTreePro redisplays the current disk information exactly as it was before eXecute was invoked.

Quit

exits XTreePro and returns to the DOS prompt. When you press Q, XTreePro prompts you to confirm the exit to DOS. Choose Y to confirm and exit. Choose N or ESC to cancel the operation and remain in XTreePro.

CTRL File Commands

The CTRL file commands operate on several files at once, performing multiple-file operations. The reference table below shows which files are affected in the various active file windows:

Active File Window	Files Affected by CTRL Commands
Small or Expanded	matching and tagged files in the current directory
Showall	matching and tagged files in all subdirectories on the current drive
Global	matching and tagged files on ALL logged drives

To invoke CTRL file commands, hold down the CTRL key and then press the key corresponding to the first upper-case letter of the command.

When a CTRL command has finished processing, it redisplays the File Commands.

CTRL/**A**ttributes

allows you to set or clear the attributes on the **tagged files**. XTreePro prompts you for the attribute settings. Refer to the attribute description in the Standard File Commands section for information on entering attribute settings. After you key in your choices, press ENTER. The cursor moves across the tagged files as each is changed. The prompt disappears and the File Commands menu reappears.

Giving certain files a Read Only status is a good safety precaution. You must deliberately remove this attribute in order to make modifications.

CTRL/**C**opy

copies the **tagged** files to another disk and/or directory. XTreePro copies these files to any directory on any drive. You can rename the files (as in the CTRL/Rename command) as they are copied.

In addition to the prompts issued by the Copy command, you are asked whether to automatically replace existing files or not. Choose "Y" to automatically overwrite files of the same name. If you respond with "N", XTreePro asks for your confirmation each time a file is about to be copied over a file with the same name. XTreePro moves the highlight bar over each tagged file as it is being copied.

When you attempt to copy a file that would overwrite a file with the Read-Only attribute set, XTreePro asks for your confirmation first. This message overrides the 'Replace Existing File' question and is displayed whenever the condition occurs.

If you are copying tagged files to a disk that becomes full, XTreePro alerts you with the message:

Error: Disk Full, press ANY KEY to continue

At this point you can replace the filled disk with another formatted disk that has more available space. Then press any key. After you again specify the drive and path, copying continues. In this way, large groups of files can be copied in one operation regardless of whether or not they will fit on one destination disk.

XTreePro does not allow you to copy over a System or Hidden file. If you are sure you want to do this, first remove the system and/or hidden attributes and then perform the copy operation.

CTRL/**D**elete

removes **tagged** files from the disk. To prevent accidental erasure, this command offers you the option of confirming each deletion before it occurs by typing "Y" in answer to the question:

confirm delete for each file?

XTreePro prompts you for each file's deletion, and you may choose "Y" to delete a particular file or "N" to not delete it.

XTreePro does not allow deletion of Read-Only, Hidden or System files.

CTRL/**M**ove

moves the **tagged** files to another directory on the same disk. This operation is similar to a CTRL/Copy command followed by a CTRL/Delete command except that it is much faster. The prompts for this command are the same as those for the CTRL/Copy command.

Remember, when this command has completed, the moved files no longer reside in the current directory.

XTreePro does not allow movement of Read-Only, System or Hidden files.

This command is not available from the Global File Window.

CTRL/**P**rint

lists the contents of the **tagged** files to the printer. This command operates just like the standard file Print command, except that all matching tagged files are printed, one after another. Since XTreePro sends a top-of-form command after printing each file, every file starts at the top of a new page.

ESC cancels the print operation at any time.

CTRL/**R**ename

changes the names of the **tagged** files. This command applies the same set of characters to every tagged file. If their names are different, you can give them identical extensions. If their extensions are different, you can give them identical names. Use wildcards (* and ?) to make substitutions to parts of file names. For example, to change a group of files from .DOC extensions to .SAV extensions, type ***.SAV**. The cursor moves across the files as the names are changed.

XTreePro does not allow you to rename Read-Only, Hidden or System files.

CTRL/Tag

places tags on all **matching** files:

Active File Window	Files Affected by CTRL/Tag
Small or Expanded	all matching files in the current directory
Showall	all matching files in all directories on the current drive
Global	all matching files on all logged drives

This is a real time saver when you want to initiate a multiple-file command such as CTRL/Copy or CTRL/Delete. Invoke the CTRL/Tag command first.

CTRL/Untag

removes tags from all **matching** files:

Active File Window	Files Affected by CTRL/Untag
Small or Expanded	all matching files in the current directory
Showall	all matching files in all directories on the current drive
Global	all matching files on ALL logged drives

Untagging files prevents them from being acted on by XTreePro multiple-file commands such as CTRL/Copy or CTRL/Delete.

ALT File Commands

ALT/**C**opy

copies the **tagged** files to another disk, each file going to a directory of the same name as the directory in which it originated. The purpose of this command is to duplicate the directory structure of the source disk, and it is extremely useful for performing backup operations. It is similar to the CTRL/Copy command with the following exceptions:

- XTreePro copies each tagged file to the destination disk using the source path name as the destination path name.
- The Destination Directory window is not available since you enter only a disk drive letter. The disk must be different from the currently logged disk.
- XTreePro checks to see if the directory that contains the file exists on the destination disk. If it doesn't exist, XTreePro creates the path.

When using ALT/Copy from the Showall or Global displays, XTreePro temporarily sorts the tagged files by directory and copies them in that order. This means that when copying files to several diskettes, files within one subdirectory are likely to be on the same diskette.

ALT/**F**ile display

changes the format of the display in the File Window. This command is identical to the ALT/File display command in the Directory Commands menu. The three displays are:

- 3 column display showing filename only
- 2 column display showing filename, size and attributes
- 1 column display showing filename, size, attributes, modified/created date.

ALT/Log disk

selects a new disk for XTreePro operations and releases all previously-logged disks. This command is the same as the ALT/Log Disk command in the Directory Commands menu. When you press **L**, XTreePro prompts you for the drive designation of the new disk to log. Enter the drive specifier, and XTreePro reads the disk and logs it, even if it has been previously logged.

ALT/Release disk

unlogs a disk, releasing the memory required to hold directory and file information. The prompt displays a list of disks available to release; key in the disk specifier. This command is the same as the ALT/Release disk command available in the Directory Commands menu.

ALT/Sort

changes the order in which files are displayed in the File Window. By invoking this command, you can toggle the sort order options and select the sort criteria. This command is identical to the ALT/Sort command in the Directory Commands menu.

All ALT/Sort options are configurable. Refer to the Configuration section for details.

ALT/Tag

tags the matching files that have certain file attribute settings. This command is identical to the ALT/Tag command in the Directory Commands menu, except that the scope of files which are affected by this command is the same as it is for CTRL/Tag, depending upon which file window is active.

ALT/Untag

removes the tags from the matching files that have certain attribute settings. This command is identical to the ALT/Untag command in the Directory Commands menu, except that the scope of files which are affected by this command is the same as it is for CTRL/Untag, depending upon which file window is active.

ALT/e**X**ecute

provides a way to execute DOS commands or programs without leaving XTreePro. When you execute commands and programs in this manner, XTreePro remains in memory and frees up memory used for maintaining directory and file information by releasing all disks. The Command Shell is displayed and XTreePro puts the current filename into the command line, provided it is a .BAT, .COM, or .EXE file. Refer to the Command Shell section for more information.

Press ESC to return to XTreePro. The current disk is relogged, and XTreePro highlights the current directory.

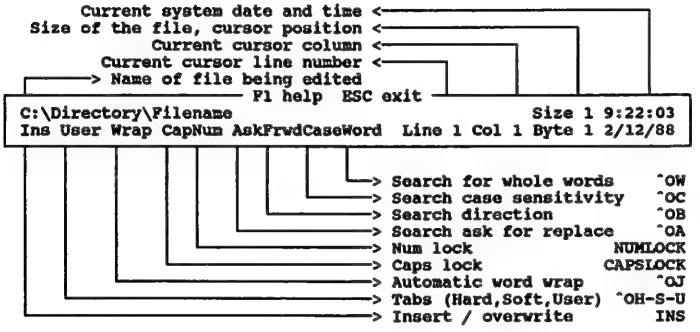
ALT/**Q**uit

exits XTreePro and places the cursor at the DOS prompt. XTreePro sets the DOS current directory to be the same as the current directory setting in XTreePro. When you invoke this command, XTreePro prompts you for confirmation of this operation. Press Y to exit to the DOS prompt. Press N or ESC to cancel the operation and return to XTreePro.

1Word

1Word is a dynamic text editor that serves as an easy editing tool within XTreePro. Invoke 1Word with the Edit command in the File Window and use 1Word to modify any text file on any disk or create a new text file. Although many 1Word commands are compatible with WordStar™, you can configure the function keys to execute any 1Word command or command series. In addition, an onscreen status line maintains statistics and current editing information.

The figure of the status line below identifies each element with call-outs:



1Word Status Line, Figure 9

XTreePro's commands are not available while using 1Word. Press CTRL/U to display 1Word's menus and the F1 key to access help.

Cursor Controls

When you are editing text, the cursor points to where you will make changes, deletions, or insertions. Use the following commands to move the cursor:

LEFT ARROW	or	CTRL/S	Move cursor 1 position to the left
RIGHT ARROW	or	CTRL/D	Move cursor 1 position to the right
CTRL/LEFT ARROW	or	CTRL/A	Move cursor 1 word to the left
CTRL/RIGHT ARROW	or	CTRL/F	Move cursor 1 word to the right
UP ARROW	or	CTRL/E	Move cursor 1 position up
DOWN ARROW	or	CTRL/X	Move cursor 1 position down
HOME	or	CTRL/QS	Move cursor to beginning of line
END	or	CTRL/QD	Move cursor to end of line
CTRL/HOME	or	CTRL/QE	Move cursor to top of screen
CTRL/END	or	CTRL/QX	Move cursor to bottom of screen
PGUP	or	CTRL/R	Move cursor to previous screen
PGDN	or	CTRL/C	Move cursor to next screen

CTRL/PGUP	or	CTRL/QR	Move cursor to beginning of file
CTRL/PGDN	or	CTRL/QC	Move cursor to end of file
		CTRL/QB	Move cursor to start of marked block
		CTRL/QK	Move cursor to end of marked block
		CTRL/QQ	Set a quick place marker
		CTRL/QP	Move cursor to quick place marker
		CTRL/OG	Move cursor to line number
CTRL/[	or	CTRL/QW	Scroll the display up 1 line, keeping the cursor on the same screen row
CTRL/]	or	CTRL/QZ	Scroll the display down 1 line, keeping the cursor on the same screen row

Entering and Editing Text

With your cursor appropriately positioned in the text file, you can begin entering text by typing in characters. Typically, any text you enter is inserted to the left of the cursor, and all characters to the right of the cursor are moved to the left (Insert On).

Press the INSERT key to toggle Insert on and off. With Insert Off, any text you type replaces the text under the cursor.

Press ENTER to end a line of text. The cursor moves to the beginning of the next line. Press CTRL/OJ to toggle word wrap on and off. With Word Wrap On, you do not need to press ENTER at the ends of lines. The text reformats automatically.

Use the following keys to insert or delete text:

INS	Toggle insert on and insert off
CTRL/OI	Set insert on
CTRL/OO	Set overwrite on
CTRL/N	Insert a new line
CTRL/M	End a line
BACKSPACE	Delete the character to the left of the cursor
DEL	Delete the character under the cursor
CTRL/T	Delete the word under the cursor
CTRL/Y	Delete the line under the cursor
CTRL/QY	Delete from the cursor to the end of the line

Use the following commands to mark and manipulate blocks of text:

CTRL/KB	Mark the beginning of a block of text
CTRL/KK	Mark the end of a block of text
CTRL/KH	Hide the marked block
CTRL/KV	Move the marked block to the cursor position
CTRL/KC	Copy the marked block to the cursor position
CTRL/KY	Delete the marked block

Search and Replace Commands

When you invoke search and replace commands, 1Word prompts you to enter the text to find.

CTRL/QF — Find a string of characters

Type in the text you want to find. The cursor moves to the first occurence. Press CTRL/L to move the cursor to subsequent occurences.

CTRL/QA — Search and replace a string of characters

Invoke this command to replace one string of characters with another. Type in the text to be replaced. When you are prompted with "Replace (?)", type in the new text. The cursor moves to the first occurrence and prompts you to confirm the replacement. Press Y to replace the text at the cursor.

CTRL/L — Search and replace again

Continues a search or search and replace operation without re-entering the text.

CTRL/QG — Global search and replace

Find all occurrences of a string in the entire file. You are prompted to replace each one.

Search and Replace Options

Set these options before you invoke the search and replace commands:

CTRL/OA — Toggle ask option on and off

With this option Off, the "Replace (?)" question is not asked in a CTRL/QA or CTRL/QG command. The text is replaced automatically.

CTRL/OB — Toggle the search direction backward or forward

CTRL/OC — Toggle search case sensitivity on and off

With this option On, the case of each character (upper or lower) is included as part of the match criteria in a search. With this option Off, a string of characters is found whether or not their case matches the search case.

CTRL/OW — Toggle search full-word sensitivity

With this option On, the target text is considered to be whole words.

With this option Off, a match occurs if the text matches part of a word in the file.

Tab Option Commands

1Word provides three options for using tabs, depending on your needs:

CTRL/OH — Set hard tab mode (every 8 columns)

As with standard ASCII files, tab stops are positioned every eighth column. When you press the TAB key, you place the TAB ASCII character into the file. The TAB key moves the cursor to the next position which is a multiple of eight from the left side of the screen. Subsequently, the cursor jumps when you move it over that spot. If you delete the TAB, text jumps to the left to fill the gap.

Hard tabs conserve space on your disk, which is helpful if you use a lot of TABs.

CTRL/OS — Set soft tab mode

Soft tabs place spaces in the file, rather than characters, so the cursor will not jump when you move it over a tab stop. Tab stops are determined by the spaces in the line of text directly above the current line. When you are indenting a series of lines, press TAB to move the cursor directly to the column where the text begins on the above line. Soft tabs are useful for programming in high-level languages.

CTRL/OU — Set user tab mode (ruler line)

When you press CTRL/OU, 1Word displays a tab ruler indicating where each tab stop is located. You can edit the ruler using CTRL/OE, or you can set or release a tab stop at the current column position by using CTRL/OT. Automatic word wrap and paragraph reformatting are enabled in this mode with the CTRL/OJ command.

CTRL/OT — Set or clear a tab stop

See the CTRL/OU discussion above.

CTRL/OE — Edit tab stop ruler line

When you press CTRL/OE, the cursor is placed on the ruler line. Use the right and left arrow keys to move the cursor without changing the ruler. Press the space bar to remove a tab under the cursor and press T to add a tab under the cursor.

Word Processing Commands

CTRL/OJ	Toggle automatic word wrap on and off With Word Wrap On, you don't need to press ENTER at the ends of lines. Enabling Word Wrap automatically enables User Tabs. With Word Wrap Off, you need to press ENTER to end a line of text.
CTRL/OR or CTRL/B	Reformats a paragraph Paragraphs are reformatted according to the positions of the first and last tab stops on the ruler. A paragraph is considered to be any number of lines up to a completely blank line. Press CTRL/B or CTRL/OR to shift lines of text into well-formed paragraphs. To reformat with different margins, first edit the ruler. Place the first and last tab stops at the columns where you want the text to start and end. Move the cursor to the first line of the paragraph and press CTRL/B or CTRL/OR. 1Word puts as many words as will fit into each line, and it honors the indenting of the first line. Note: 1Word does not justify text on the right side.

1Word's File Commands

CTRL/KS	Save the file and continue editing
CTRL/KD	Save the file and edit another
CTRL/KX	Save the file and return to XTreePro
CTRL/KP	Print the file
CTRL/KQ	Quit (abandon) the file without saving
CTRL/KR	Read another text file and insert its text at the cursor position
CTRL/KA	Prompt for file name before saving

Returning to XTreePro

CTRL/KX	Save a file and return to XTreePro
ESC	Display a menu of exit options

Miscellaneous Commands

ESC	Cancel the current operation
CTRL/QU or ALT/U	Make character upper case
CTRL/QL or ALT/L	Make character lower case
CTRL/QT	Insert time and date in the text at the cursor
CTRL/OQ	Quiet: toggle beeper on and off
CTRL/U	Use the menu prompter
CTRL/OM	Turn the prompter on and off
CTRL/O]	Clear high bits from the file
	This can be useful for converting some word-processing files to regular ASCII files.

When you edit a single file, the filename you enter at the Edit prompt is subsequently displayed in XTreePro. .BAK files are also displayed and information is updated.

If you edit more than one file, or write data to another file or create a new PFK file, those files will not be displayed until you relog the disk on which those files are stored.

Programmable Function Keys (PFK)

Within 1Word, you can configure the function keys F1-F10 to execute any 1Word command or series of commands. PFKs extend your range of operations, enabling you to:

- replace CTRL/key sequences with function keys
- perform frequent multi-key editing operations with a single keystroke
- enter hard-to-type text such as semi-graphic box characters

Initially, 1Word searches for a file named 1WORD.PFK in the directory which was current when 1Word was invoked. If it is not found there, 1Word looks in the root directory. If the file is present, 1Word reads it and uses it to set the programmable function keys. If you do not define a 1WORD.PFK file, the function keys have no settings.

To change the value of a function key, press CTRL/PE. 1Word prompts you for the function key you want to define. Press the function key to display the current value definition (if any) in reverse video. Press the Backspace key to back up and delete one character at a time or press CTRL/Backspace to delete the entire value definition.

Enter a 1Word command or series of commands, or enter a string of characters that define a multi-key editing operation. Enter a CTRL/key command by holding the CTRL key and pressing the command key. Press ALT/N to place an [ENTER] key into the function key definition at any point.

If you reprogram the F1 key, you can use CTRL/Backslash (CTRL/\) to access 1Word help.

Press ENTER when you are finished editing a function key definition. Or, press ESC to cancel an edit, restoring the previous value of the function key.

Key in as many as 10 function key definitions and press CTRL/PW to write them to a PFK file for later recall. Once a function key has been defined, pressing that key while editing causes 1Word to type the corresponding string.

Create multiple .PFK files for different editing requirements. To reload a specific .PFK file, press CTRL/PR.

CTRL/PE Edit the definition for a funtion key

CTRL/PR Load a .PFK file

CTRL/PW Save the .PFK definitions to a file

Unless you redefine the function keys, the factory settings are as follows:

F1 = CTRL/BACKSLASH (help)

F2 = CTRL/PE

F10 = CTRL/U (display menus)

CHAPTER 5

PRODUCTIVITY TECHNIQUES

This section offers you a few ideas and suggestions on how to make good use of some of XTreePro's commands and features. These pointers will increase your efficiency and make your work easier.

Helpful Hints

1. Remember command availability:

   Directory commands are only available from the Directory Window, and file commands are only available from one of the following File Windows:

Small File Window	commands affect matching files in the **current directory**.
Expanded File Window	commands affect matching files in the **current directory**.
Showall File Window	commands affect matching files in all directories on the **current drive**.
Global File Window	commands affect matching files on **all logged drives**.

2. Make sure you are logged onto the correct drive before you begin your organizational operations. Check the Disk Specifications Box to see the drive specifier and Volume Label.

3. Check the File Specifications Box before you begin any operation. Remember that the File Specification you select determines the matching files which are displayed and acted upon by XTreePro's operations.

4. Remember, DOS sets the Archive attribute any time you create or modify a file. One way to find out what you have changed on a disk is to tag all archived files.

5. If you want XTreePro to perform a Verify operation each time it performs a copy, turn Verify on prior to loading XTreePro. Refer to the DOS manual for more information on the Verify command.

6. Backup your files on a regular basis. XTreePro allows you to sort files to determine which are the most recent and to use attribute settings to determine which have been recently created or modified. Performing "mini backups" on a daily or weekly basis is recommended.

7. Remember that XTreePro simplifies and extends the functions of DOS, but does not replace it. You still need to reference the DOS manual on occasion.

Planning

An essential element of your work with XTreePro is Selectivity. Think through the task you want to perform. Will you work on the current disk or will you have to log a new, or previous one? Are you working within a single directory or across the disk? Will you work with an individual file or with a specific group of files?

After you have determined the scope of the task, review the available commands and select the command(s) which will enable you to accomplish your tasks most efficiently. For example, use standard commands for single file operations. Use CTRL or ALT commands for multiple-file operations. Set your filespec first. Then invoke the commands in a strategic order.

Note: You should always be cautious when you delete files. First decide on your criteria for selection. What kind of files can be deleted?

- backup files, if your program automatically creates them
- old files, after you have archived them onto floppies
- old programs you no longer use. Make certain you still have the original programs and they can be installed again.

Disk Organization

Generally, leave XTreePro in a directory to which you'll always have access. You can put it in your root directory or in a directory of its own and enter it as part of the path command in your autoexec.bat file.

The path command defines where the system looks (in addition to the current directory) for executable programs. In order to make XTreePro available from any directory, you must include its directory in your path command. It is recommended that you put the XTreePro subdirectory in the path command in your autoexec.bat file. You can do this with XTreePro as follows:

Position the directory cursor on the root directory and press ENTER to activate the File Window. Find the autoexec.bat file in the root directory and highlight it. Press E to invoke the edit command. The screen prompts you with the autoexec.bat filename. Press ENTER to edit the file.

Use the cursor keys to scroll to the path command line, if there is one. At the end of the line,
type

;c:\xtpro

If there is not already a path command, add one as the first line in the autoexec.bat file: type

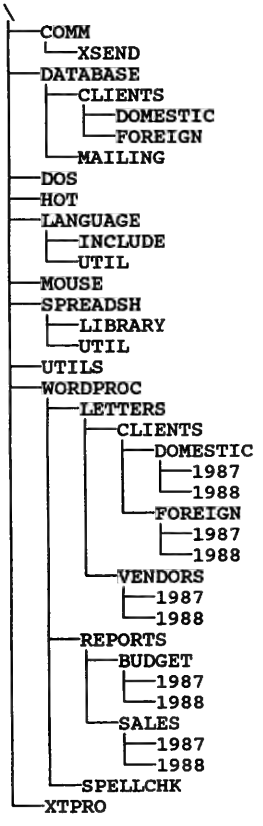
Path = c:\xtpro

It is generally recommended that you group functionally-related programs into a single directory. For example, a word-processing program might contain a word processor, spell checker, and grammar checker. These should all be combined into one directory.

However, if you have two word processing programs, each should be in its own directory. This prevents organizational errors and makes it possible to save files with the same names in two separate subdirectories. With XTreePro, you can view, edit, and manipulate these files without extensive searching.

A Disk Organization Model

The tree structure below reflects a sample disk organization. Although everyone has a personal working style and collection of software programs, this sample is general enough to suggest ways of structuring directories.



Backing Up

Backing up your files on a regular basis is that ounce of prevention that may save you hours or days of re-creating lost data should you accidentally overwrite or erase valuable data or develop disk hardware problems. XTreePro provides you with simple but effective methods for archiving files. Here are some suggestions:

FIRST TIME BACKUP

Backing up the entire disk with XTreePro is easy. Your only limitation is that you can not back up a file that is too large for a single floppy diskette:

1. From the Directory Window, invoke S to display the Showall Window.
2. Invoke the CTRL/Tag command to tag all the files.
3. Invoke the ALT/Copy command to copy all the files to diskette and preserve the directory structure. If the diskette becomes full, XTreePro prompts you to change disks and resumes the copy operation using the new diskette.

When the ALT/Copy is complete, it's a good idea to remove the Archive attribute from all the files you have copied. Then in the future, you will be able to see which files have been modified or created since your last backup by observing the Archive attribute.

To remove the Archive attribute from the files you just copied, use CTRL/A (since the files are still tagged) and enter –A when prompted for the attribute setting.

SUBSEQUENT BACKUPS

Once you have backed up your entire disk, subsequent backups can include only those files that have been modified or newly created:

1. Invoke S to display the Showall Window.
2. Invoke the ALT/Tag command and enter +A to tag all files that have the Archive attribute set.
3. Invoke the ALT/Copy command to backup the files to diskette.

4. When the ALT/Copy operation is completed, remember to remove the Archive attribute from the files that were copied.

ALT/Copy is very useful for creating backup diskettes. By keeping files in the same sub-directories, entire directories or disks may be easily restored to their original configurations.

Finding a Specific File

You may want to find a specific file but not remember the directory that it is in. In this case:

1. Invoke F to bring up the Filespec prompt.
2. Key in the filename of the file you are looking for.
3. Invoke S to find the file on the current disk (check the path identification line for its directory location).

   Or, invoke G to find the file on any logged disk (check the path identification line for its disk and directory location).

☛ Disk Management – Deleting and Archiving Files

On a regular basis, you may want to delete a number of files to free up more space on a disk. .BAK files from your wordprocessing program are good candidates for deletion. Worksheets from old spreadsheet projects can be archived onto floppy diskettes.

Follow these steps to delete all .BAK files:

1. Invoke F and enter the filespec ***.BAK**.
2. Invoke S to display all .BAK files, regardless of directory. Or, invoke G to display all .BAK files across all logged disks.
3. Invoke CTRL/T to tag all .BAK files. If you notice the number of tagged bytes, you may be pleasantly surprised at how much disk space you will free up after you have completed the delete operation.
4. Invoke CTRL/D to delete all the tagged files.

Follow these steps to back up your weekly work onto floppy diskettes:

1. Press ALT/F until the window displays all dates and times.
2. Invoke ALT/S to sort the files. Choose D for Date.
3. From the Directory Window, invoke S to display all files, regardless of directory.

   Or, invoke G to display all files across all logged disks.
4. Tag all files after a certain date.
5. Invoke CTRL/C to copy the tagged files to a single subdirectory on the floppy drive. XTreePro prompts you for the destination.

   Or, invoke ALT/C to duplicate the path structure onto the formatted diskette in the floppy drive. XTreePro prompts you for the destination drive.
6. When one backup diskette is filled with files, XTreePro prompts you to enter another diskette.

XTreePro will not copy a file that is too large to fit on a single diskette.

If your disk is getting full, you can remove duplicate files and free up wasted disk space. Follow these steps:

1. Invoke ALT/Sort and sort the files by Name.
2. Invoke S to display the Showall Window. Duplicate files appear consecutively.
3. Invoke ALT/F to see the date and determine which file is the more recent.

   Or, you may view the file contents.

   Or, check the path information at the top of the screen to see where files are located and decide which ones to keep.
4. Tag all files you decide to delete.
5. Invoke CTRL/D to delete all tagged files.

☛ Memory Management and Logging Multiple Disks

Logging multiple disks provides a good solution for those times when you want to work with more than one disk, switching back and forth to compare and/or copy files, etc. When you log multiple disks, you can keep the information for all of them in memory. Not only does this save you logging time, it enables you to perform all your tasks across all logged disks with single keystroke operations.

There are two basic logging commands:

Log physically reads the disk while keeping the information for previously-logged disks in memory. At any time, you can maintain a number of disks, depending on your memory-storage capacity.

ALT/**Log** physically reads the disk and any other logged disks are released from memory. This command requires less memory than the Log command since only one disk is logged at a time.

When more than one disk is logged, you can use the keypad + and – keys to select another disk with which to work. XTreePro does not read the disk, but rather displays the information for the disk which is already in memory. The + key selects the next drive in sequence and the – key selects the prior drive.

When you invoke e**X**ecute, remember that XTreePro retains the information for all logged disks in memory so you will have less memory available to run programs or issue commands. Plan ahead to make memory available.

Invoke ALT/**R**elease to release one or more disks and free up the memory you need. XTreePro prompts you for the drive specifier. Your choice should depend on how much memory you need or on what you plan to accomplish when you return to XTreePro.

CHAPTER 6

IMPORTANT TECHNICAL INFORMATION

XTreePro requires a minimum of 100K bytes of memory. This includes room for 228 files and directories. Each additional file and directory requires 32 bytes of memory.

Statistics

To determine statistical information regarding disk space utilization, remember the following points:

- In the Directory or Showall Window, statistics refer to the entire disk.
- In the Small or Expanded File Window, statistics refer only to the current directory.
- In the Global File Window, statistics refer to all logged disks.
- Matching files statistics represent those files that match the File Specification.
- Tagged files statistics represent files that are tagged, **even those not matching** the current File Specification. To determine the size of an entire branch of your directory structure, invoke the Tag command in the Directory Window for each directory in the branch. The Tagged Files Statistics represent all the files in the directories you tagged.

Understanding Cluster Size

XTreePro reports the total number of bytes and the total number of available bytes. If you add these numbers together, they are different from the total amount of disk space reported by CHKDSK. This is because DOS allocates space in chunks called clusters. The size of these clusters depends on your particular system.

For example, if the cluster size on your system is 2048 bytes, DOS allocates at least 2048 bytes for every file. A file could actually contain only 85 bytes, but DOS seals off the rest. XTreePro displays the 85 bytes actually used, but considers 2048 bytes when it determines the number of bytes available.

Using the example above, if your disk could hold only 6144 bytes and your 85-byte file had sealed off 2048 bytes, both DOS and XTreePro would display only 4096 bytes available.

☛ Configuring XTreePro

XTreePro enables you to modify 16 default parameters and to configure the display attributes or colors. You should access XTreePro's configuration utility from the DOS prompt. If you run it from the Command Shell, your changes will not become effective until you reload XTreePro. Change to the directory where XTPRO.COM is located (for example, cd\xtpro) and type

XTPROCFG

to invoke the configuration program. The Main Menu will be displayed. Use the Up and Down Arrow keys to scroll the highlight bar through the selections. Press ENTER or press the highlighted letter of a selection to execute it.

Modifying XTreePro's Configuration Items

Listed below are brief explanations of each:

XTreePro Path	Set the path where XTreePro files are stored. When you press ENTER to change this item, a prompt line appears at the bottom of the menu, listing the default. Use the backspace key to delete characters and key in the drive and path you want. Press ENTER to invoke the change.
File/Directory Limit	Set the maximum number of files and directories that XTreePro holds in memory. This enables you to reserve memory for executing programs and editing files.
Disk Logging Method	XTreePro's Quick logging method doesn't use standard DOS calls as the Standard logging method does. Press ENTER to toggle this choice.
Display Type	Identify your monitor type – either RGB/ monochrome or composite.
Display is flicker free	Your graphics card may display "snow" or flickering lines on the screen. If so, select NO for a clear display.
Audible Error Indicator	Select whether or not XTreePro should "beep" to indicate an exception condition during its operations.
Directory Display Highlight Bar	The highlight bar may be fixed in the Directory Window so that the tree display scrolls and the bar remains stationary.
Keep Filespec	You may choose to maintain a file specification even when logging another disk. Should you select NO, the wildcard file specification *.* appears automatically whenever a new disk is logged.
File Display Format	Change the file display default to a one, two or three column format.

Filename Separator	Define the filename/extension delimiter as either a period or a space.
Small File Window Access	Choose to bypass the Small File Window if you want to move directly from the Directory Window to the Expanded File Window.
System and Hidden File Access	Choose whether or not XTreePro displays system and hidden files. If you select YES, XTreePro will display these files but will not allow them to be modified or deleted. See the Attributes File Command section and the File Attribute Security section for additional information.
Sort Criteria	Change the default sort criteria of the file display. Display files alphabetically by name or extension. Or, choose to display files by date or size. XTreePro also displays files in unsorted order, the actual order in which they are stored on the disk.
Sort Order	Display files in either ascending or descending order.
Printer Redirection	When performing a print operation in XTreePro, the ouput generally goes to the printer. Select Standard Output to redirect the printout to the monitor or to a file. To direct the standard output to a file, load XTreePro with the following command: **xtpro d: >filename** where d: is an optional drive to log and filename is the name of the file to send the printer output to.
Print Form Length	XTreePro's factory setting is 55 lines, which is standard for an 11-inch form. Backspace over the number displayed, and enter any number up to 65,535 lines or type 0 to print over the perforations.

Configuring XTreePro's Color Selections

When you select Display Color Selection from the Configuration Utility, small simulation screens are displayed. Experiment with the function keys (F1 through F8) to change colors and attributes of the display. You are limited only by your imagination.

If you have a monochrome system, you can set up combinations of highlight, lowlight and reverse video for XTreePro's displays.

Command Line Configuration Options

As an alternative to modifying default parameters from the configuration utility, XTreePro allows you to modify configuration items by entering command line options when loading XTreePro. Choose this method when you want to experiment with a configuration option or when you want to override a configuration default for one-time only.

The following five criteria pertain to all command line options:

1. A command line option begins with a / and is followed by one or more characters.
2. Letters may be upper or lower case.
3. Multi-character options may not have any intervening spaces.
4. Multiple options may be entered with or without space separators.
5. All options must follow the disk drive specifier (if one is entered). For example:

   XTPRO C: /LS /Q – /P70

Invalid entries are ignored.

When you enter a command line switch to redirect printer output to standard output, you must include a > to designate the redirection to a filename. For example:

XTPRO C: /PS >filename

The filename could identify a file already created or a new one you want to create. If you do not enter a proper command, the printout goes to the screen.

Enter **XTPRO ?** at the DOS prompt to display a list of Command Line Options.

Command Line Option	Configuration Item
/H<path>	XTreePro program directory path
	Example: **/HC:\XTPRO\PROGRAM**
/F<number>	File/Directory capacity
	Example: **/F12000**
/LQ and /LS	Disk directory logging method
	Enter **/LQ** for quick logging
	Enter **/LS** for standard logging
/DD and /DC	Display monitor type
	Enter **/DD** for RGB/monochrome
	Enter **/DC** for composite
/DN and /DS	Display snow
	Enter **/DN** if your screen display is flicker-free
	Enter **/DS** if your screen displays snow
/Q and /Q–	Quiet option – Audible Error Indicator
	Enter **/Q** for quiet – disables audible alarms
	Enter **/Q–** to enable alarms
/A and /A–	Directory highlight bar option
	Enter **/A** to fix the highlight bar and scroll the directory tree display

	Enter **/A –** to enable highlight bar movement
/K and /K –	Keep file specifications
	Enter **/K** to maintain the file specification after logging another disk
	Enter **/K –** to reset the file specification to *.* when logging another disk
/3 /2 and /1	File display format
	Enter **/3 /2** or **/1** to display files in 3, 2, or 1-column format
/C<character>	Filename separator character
	Enter a period or a space as a character. If you omit the character, a space is assumed.
/WB and /WS	Small file window access
	Enter **/WB** to bypass the small file window
	Enter **/WS** to access the small file window
/SN /SE /SD /SS and /SU	Sort criteria
	Enter **/SN** to sort by name
	Enter **/SE** to sort by extension
	Enter **/SD** to sort by date
	Enter **/SS** to sort by size
	Enter **/SU** for an unsorted file display
/OA /OD	Sort order
	Enter **/OA** for ascending order
	Enter **/OD** for descending order

/PS and /PP	Printer Redirection Enter **/PS** for standard output Enter **/PP** for printer output To direct printouts to a file, load XTreePro by typing **XTPRO d: /PS >filename**
/P<number>	Print form length number of lines Example: **/P60** Enter **/P0** to print over perforations
/R	Make the Root directory the current directory when XTreePro is first loaded
/Z	Reset all defaults except the XTreePro path and color selections

File Attribute Security

Your operating system expects certain files to be in a specific physical position on the disk; in addition, some application programs use the position of the file on the disk as a key to allow access to the application. These files are protected with the system or hidden attribute. To maintain your system's security, XTreePro does not display System and Hidden files. However, any System or Hidden files created during an XTreePro session remain visible until the drive they were created on is logged again. You may choose to configure XTreePro to display system and hidden files.

> Read-Only files cannot be moved, deleted or renamed. XTreePro prompts for confirmation before overwriting a Read-Only file.
>
> Hidden and System files cannot be moved, deleted, renamed, or overwritten.
>
> If you want to change these files, you must first remove the Read-Only, System, and/or Hidden attribute.

☛ Substituted Drives

Substituting drives is a way to segment a drive into other drive designations or substitute a drive for a path. Use the DOS command SUBST, valid in DOS versions 3.1 or greater.

XTreePro recognizes these substitute drives as actual drives and logs onto them.

The error message

ERROR: Directory in Use

occurs when you try to rename or delete a subdirectory which is part of a substituted directory. In order to delete or rename this directory, you must remove the definition of the substituted drive.

You cannot rename the Volume for a substituted drive. See the DOS manual for more information on substituted drives.

☛ Joined Drives

If you have joined drives and want XTreePro to recognize the joined drive, you need to select the Standard Logging method. Refer to the Configuration section for more information.

☛ Networking Compatibility

This version of XTreePro does not support a network.

☛ Contacting Executive Systems, Inc.

Should you want to contact Executive Systems, Inc. for technical support, site licensing or sales information, or to share your ideas for other software programs, refer to the following information:

Mailing Address:	15300 Ventura Boulevard Suite 305 Sherman Oaks, CA 91403
FAX Number:	(818) 905-5461
TELEX Number:	910-2503-461
Technical Support:	(818) 990-3457 (800) 551-5353 in California (800) 634-5545 outside of California
	Please have your serial number ready when you call for technical support. See page 13.

CHAPTER 7

ERROR MESSAGES

A number of error messages could appear while you are using XTreePro. Refer to this list for an explanation and a suggestion on how to recover from your difficulty. These error messages are listed alphabetically for your convenience:

Bad File Allocation Table
Data CRC Error
Sector Not Found
Seek to Track Failed
Unable to Read Data
Unable to Write Data
Undetermined Error

Any of these error messages may occur if a disk becomes damaged. Check your disk and your drive and press R to retry. If you are still unsuccessful, press C to cancel. You may have a defective disk.

Cannot ALT/Copy to Same Drive

When entering a destination for the ALT/Copy command, you must specify a disk other than the currently logged disk. To copy files to the same disk, use the CTRL/Copy command.

Cannot Copy File into Itself

Make sure the file specification that follows the "as" in the prompt is not *.* .

Cannot Delete Root Directory

The Root Directory is a permanent part of every MS-DOS disk and cannot be removed. Directory delete operations can only be performed on subdirectories.

Cannot Move File to Itself

Make sure the file specification is not a wildcard. See Cannot Copy File into Itself.

Cannot Rename File to Itself

Either the filename already exists or the rename file specification is *.*.

Cannot Rename the Root Directory

The Root directory is permanently designated by a backslash (\) in MS-DOS and you may not rename it.

Device Not Ready

If the device is a diskette drive, the floppy disk may not be inserted. Or, the indicated device may not be powered on or may not be on-line. Correct the problem and press R to retry.

Directory in Use

Valid only in DOS versions 3.1 or greater. This error occurs whenever a subdirectory under consideration is also contained in a substituted drive path. To delete or rename this directory, you must remove the substituted drive(s) definition that contains it.

Directory is Full

Occurs only in the root directory when the maximum capacity of directory entries is reached within DOS. Before you can add more, you need to delete some.

Directory Not Empty

You may not delete a directory if it contains files or sub-directories. Delete its files and sub-directories first, and then you can delete the directory.

Disk Full

There is no room on the current destination disk for the file being copied. Direct the files to another disk or cancel the operation and delete files from the current destination disk.

Disk Has Been Changed

There are two possible problems. One possibility is that since the drive was last logged, another disk was inserted without a corresponding log operation being performed. Either replace the original floppy disk or log the drive with the new disk.

Another possibility is that you performed a DOS operation that changed the disk, either from the Command Shell or from the Editor. In this case, what XTreePro has logged in memory does not match what is actually on the disk. Log the disk again.

Disk is Write Protected

XTreePro cannot write to the indicated disk. This is probably due to a write-protect tab on the diskette. If you are sure you want to write to the diskette, remove the tab, reinsert the disk, and press R.

File is Read-Only, System or Hidden

Read-Only, System or Hidden files may not be deleted or renamed. Use one of the Attribute commands to turn the attribute setting Off.

File Specification Maximum is Four

No more than four file specifications may be entered,separated by commas.

Invalid Attribute

You have entered an attribute setting that is invalid. Refer to the discussion of attributes in the text.

Invalid Directory Name

A directory name may contain no more than eight characters, with a maximum extension of three characters.

Invalid Disk Drive

Your drive specifier must be A...Z and be physically present. Correct the error by entering a valid drive specifier.

Invalid File Specification

Only eight characters are allowed, with a maximum extension of three characters.

Invalid Path Specification

Either the path you have specified does not exist or it is misspelled.

Missing Overlay xxxxxxxx.sss

Check that the XTreePro path has been set correctly. Refer to the Disk Organization section in the text.

MOVE File MUST Be to the Same Disk

XTreePro moves files only to a directory on the same disk as the original directory. To move files to another disk, tag the files to be moved, use the CTRL/Copy command to copy the files to the destination disk, and then use the CTRL/Delete command to remove the original files.

Name Exists

MS-DOS restricts the use of identical names for files, directories, and volume labels. Only files in separate directories may have identical names. Select a unique name.

No Tagged Files

The operation you have initiated is only performed on sets of tagged files and none have been tagged.

Out of Memory

During a copy operation or a makedir operation, you are attempting to create more files or directories than XTreePro can process. Remove any unwanted files and/or directories. Or, release an entire disk by invoking the ALT/Release command.

Path Not Found

XTreePro cannot find the path you specified. Check to see if your entry is correct and that you have logged the disk you want.

Printer Error. Cancel, Retry?

Your printer may be turned off or not selected. Or, you may be out of paper. Check your printer and the paper and retry by pressing R. If you are unsuccessful, your printer may not be working. Press C to cancel the print command.

Read Failure
Write Failure

Either error may be displayed if you are using XTreePro under a network. If this is not the case, call Technical Support. Be prepared to give your serial number and system configuration, and to explain the specific operation sequences you performed.

Unable to Create File
Unable to Delete File
Unable to Change Attributes
Unable to Delete Subdirectory
Unable to Make Directory
Unable to Open File
Unable to Read File
Unable to Rename File

These errors are rare. They indicate that XTreePro has encountered a situation of some severity. If the error is not immediately apparent. It could be a Disk Has Been Changed error (see above). If you cannot correct the situation, call Technical support. Be prepared to give your serial number and system configuration, and to explain the specific operation sequences you performed.

Unknown Media Format

This message usually indicates that you have placed an unformatted diskette into the drive or that the hard disk has not been formatted. Press C to cancel, then check the disk.

GLOSSARY

Active Window	Any window in which the highlight bar appears.
Current Directory	The directory which is highlighted while the Directory Window is active or which is marked by the left-arrow indicator when the File Window is active.
Current Disk or Current Drive	The disk or drive XTreePro is currently operating on, not necessarily the same as the current disk in DOS. Only those directories and files on the current disk are displayed (except for the Global Window). The current disk for XTreePro operations is displayed in the Disk Specification Box.
Current File	The file which is highlighted when one of the File Windows is active.
Directory	A DOS structure for organizing and accessing computer data. Directories are organized into a hierarchical framework and each directory can contain files and/or other sub-directories. All of the names in one directory, whether they are file names or subdirectory names, must be unique within that directory, but the same names may be used in other directories.
File	An organization of data on a disk. Each file has its own name, which is from 1-8 characters long. A space character may NOT be part of a filename. Whether you specify upper or lower case characters, DOS treats them as upper case.

The file may also have an extension to its name. This appendage is separated from the file name by a period. It is optional, and has no more than three characters. The purpose of an extension is to indicate a general category for the filename. It is an informal indication of the type of file you are creating or working with.

Log a Disk

A disk must be logged (physically read) by XTreePro before its directories and files can be accessed and acted upon. The number of disks XTreePro can maintain at any time is dependent upon available memory-storage capacity.

XTreePro provides two different logging methods. Invoking the Log disk command causes XTreePro to log a disk while retaining other logged disks in memory. Invoking the ALT/Log disk command causes XTreePro to log a disk and release other logged disks from memory. Select ALT/Log disk when you want to work with single disks or limit the amount of memory XTreePro occupies.

Matching Files

Those files whose names match the current File Specification. Only matching files are displayed, to be acted on by XTreePro's file operations.

Parent

A directory which includes subdirectories.

Path

Specifies how you find your way to a particular directory or subdirectory on a disk. The path is the route you follow to trace your way from a disk's Root directory to some point in its branching directory tree.

It begins with a backslash (\) which designates the ROOT. Directories through which you move are separated by further \ marks.

Select a Disk

Choose a disk which is already logged to be the current disk.

Tagged Files

Those files which have been marked by a Tag command. Tagged files have a diamond marker next to their names. A file will stay tagged even after the File Specification has been changed. Files which are both Tagged and Matching can be acted upon by XTreePro's multiple-file operations.

☛ Common Filename Extensions

ARC	compressed file, from ARC program
ASM	assembly source
BAK	text file backup copy
BAS	BASIC source code
BAT	batch processing files
BIN	binary file
BLD	BLOAD format for BASIC
C	C source file
CAL	Spread sheet calculation file
COB	COBOL source code
COD	object code listing, from compilers
COM	executable programs, in memory-image format
DAT	data files, in general
DBF	data base file, from dBASE
DIF	data interchange files, as from VisiCalc
DOC	document files, for word processors
EXE	executable programs, in relocation format
FMT	word processor format specifications
FOR	FORTRAN source code
H	Include file for some programming languages
LIB	library routines, for compilers
LST	printable listing files, in general
MAP	program maps, from a program linker
ME	common extension for read.me files
OBJ	program object code, from compilers
PAS	PASCAL source file
PRG	program file, from dBASE III and III +
TMP	temporary work file
TXT	text files, for word processors
VC	spreadsheet data, from VisiCalc
$$$	temporary work file

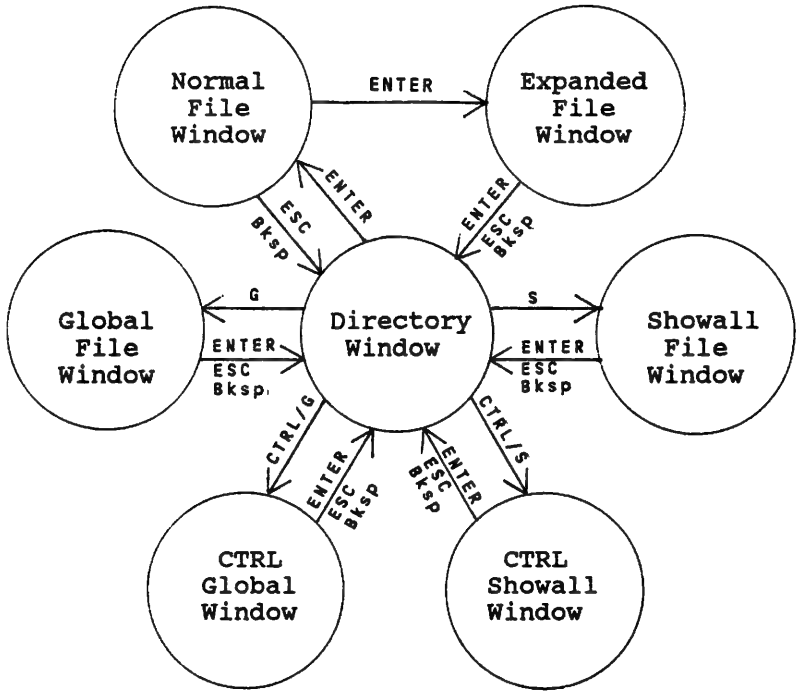
Using these extension names will help you organize your files in a consistent manner.

APPENDIX

QUICK REFERENCE TO KEYS AND COMMANDS

All of the keys and commands available from within XTreePro have been listed on the following pages, with abbreviated information on their use. Refer to this list when you perform your organizational tasks.

Moving Around the Windows



☛ Cursor Controls

Pressing the cursor (arrow) keys moves you from item to item **within** a window:

Page Down	moves the cursor down to the last element in a window display. Subsequent use of Page Down scrolls the display to show the next section of elements.
Page Up	moves the cursor up to the first element in a window display. Subsequent use of Page Up scrolls the display to show the previous section of elements.
Home	moves the cursor directly to the first item of the entire list
End	moves the cursor directly to the last item of the entire list
Space Bar	acts like a Down Arrow when scrolling within a window

Additional Cursor Controls In the Directory Window:

Up Arrow	scrolls sequentially up the directory list tree display
Down Arrow	scrolls sequentially down the directory list tree display
Right Arrow	moves the cursor down the current path to the last subdirectory in the path.
Left Arrow	moves the cursor to the parent of the current directory
TAB	moves the cursor down to the next directory on the same level as the current directory, within the same branch
SHIFT TAB	moves the cursor up to the next directory on the same level as the current directory, within the same branch

Additional Cursor Controls In the File Windows:

Right Arrow	moves the cursor one column to the right
Left Arrow	moves the cursor one column to the left

☛ Disk Selection Keys

+	use the keypad + to select the next drive in sequence that was previously logged
–	use the keypad - to select a prior drive that was previously logged

☛ Function Keys

F1	accesses help
F2	displays the Destination Directory Window and prompts for the destination path. F2 is available only from a COPY or MOVE operation.
F9	CTRL lock. An alternative to holding down the CTRL key when invoking CTRL/key commands.
F10	ALT lock. An alternative to holding down the ALT key when invoking ALT/key commands.
ESC	cancels an operation in progress

☛ Destination Directory Window Options

Cursor keys	select a path
+ or –	selects a different disk that has been previously logged (Copy operations ONLY)
ALT/Log	logs a new disk (Copy operations ONLY)
F2 or ENTER	selects a destination path and feeds it to the destination prompt
ESC	returns to the destination prompt without feeding a directory path

☛ Command Shell Keys

Home	moves the cursor to the beginning of the line
End	moves the cursor to the end of the line
Left Arrow	moves the cursor 1 position to the left
Right Arrow	moves the cursor 1 position to the right
Backspace	deletes 1 character to the left of the cursor
Delete	deletes the character under the cursor
Insert	toggles Insert on or off
CTRL/Backspace	erases the entire line and moves the cursor to the first position
ENTER	causes the text to be sent to the XTreePro DOS processor
Up Arrow	copies prior command entries from the Command History to the input line
Down Arrow	copies subsequent command entries from the Command History to the input line

☛ Keys to Use When Editing XTreePro's Input Line

Home	moves the cursor to the beginning of the line
End	moves the cursor to the end of the line
Left Arrow	moves the cursor 1 position to the left
Right Arrow	moves the cursor 1 position to the right
Backspace	deletes 1 character to the left of the cursor
Delete	deletes the character under the cursor
Insert	toggles Insert on and off
CTRL/Backspace	erases the entire line and moves the cursor to the first position
Up Arrow	displays the most recent entry

☛ Directory Window Commands

The chart below lists the full range of Directory Window commands. Brief definitions of each follow:

Standard	CTRL	ALT
Available		
Delete		
Filespec		
ALT/File display		
Global	CTRL/Global	
Log Disk		ALT/Log disk
Makedir		
Print		
Rename		
		ALT/Release disk
Showall	CTRL/Showall	
		ALT/Sort criteria
Tag	CTRL/Tag	ALT/Tag
Untag	CTRL/Untag	ALT/Untag
Volume		
eXecute		ALT/eXecute
Quit		ALT/Quit

Directory Window – Standard Commands

Available	calls for a report of any unused space on a disk
Delete	deletes the current directory
Filespec	changes the File Specification
Global	displays all matching files across all logged disks
Log Disk	logs a new disk and retains the current disk in memory
Makedir	adds a new directory to the current disk
Print	prints directory information to your printer
Rename	changes the name of the current directory
Showall	displays all matching files on the current disk
Tag	marks with a diamond all files in the current directory that match the file specification
Untag	removes the tags from all matching files in the current directory
Volume	changes the volume label name of the current disk
e**X**ecute	allows you to execute programs and DOS commands from within XTreePro while retaining all disk information in memory. Displays the Command Shell.
Quit	enables you to exit XTreePro and return to the MS-DOS command prompt

Directory Window – CTRL Commands

CTRL/**G**lobal	shows all tagged matching files across all drives
CTRL/**S**howall	displays all tagged files on the current disk that match the file specification
CTRL/**T**ag	tags all matching files on the current disk
CTRL/**U**ntag	removes the tags from all matching files on the current disk

Directory Window – ALT Commands

ALT/**F**ile display	changes the format of the file display
ALT/**L**og disk	allows you to change to a new disk for further operations. Releases all currently logged disks from memory
ALT/**R**elease disk	enables you to choose a disk to release from memory
ALT/**S**ort files	changes the order of the file display in the File Window
ALT/**T**ag	tags all matching files on the current disk with certain attribute settings
ALT/**U**ntag	removes the tag from all matching files on the disk that have certain attribute settings
ALT/e**X**ecute	provides a way to run programs and execute DOS commands without leaving XTreePro. Releases all disk information from memory.
ALT/**Q**uit	exits XTreePro, returns you to the DOS prompt, and automatically sets the current directory in DOS to be the same as the current directory setting in XTreePro

☛ File Window Commands

The chart below lists the full range of File Window commands. Brief definitions of each follow:

Standard	CTRL	ALT
Attributes	CTRL/Attributes	
Copy	CTRL/Copy	ALT/Copy
Delete	CTRL/Delete	
Edit		
Filespec		
		ALT/File display
Log Disk		ALT/Log disk
Move	CTRL/Move	
Print	CTRL/Print	
Rename	CTRL/Rename	
		ALT/Release disk
		ALT/Sort
Tag	CTRL/Tag	ALT/Tag
Untag	CTRL/Untag	ALT/Untag
View		
eXecute		ALT/eXecute
Quit		ALT/Quit

File Window – Standard Commands

Attributes — shows the time, date, and attributes for the current file and allows the attributes to be changed

Copy — permits you to copy the current file to another disk and/or directory

Delete — removes the current file from the disk

Edit — enables you to create and edit text files from within XTreePro

Filespec — changes the file specification

Log Disk — switches to a previously logged drive, keeping the current disk information in memory

Move	moves the current file to another directory on the same disk
Print	prints the contents of the current file on your printer
Rename	changes the name of the current file
Tag	marks the current file with a diamond
Untag	removes the tag from the current file
View	displays the contents of the current file on the screen
e**X**ecute	provides a way to execute programs without leaving XTreePro. All disk information is retained in memory.
Quit	exits XTreePro and returns the cursor to the DOS prompt

File Window – CTRL Commands

CTRL/**A**ttributes	allows you to set or clear the attributes on the tagged files
CTRL/**C**opy	copies the tagged files to another disk and/or directory
CTRL/**D**elete	deletes the tagged files from the disk
CTRL/**M**ove	moves the tagged files to another directory on the same disk
CTRL/**P**rint	prints the contents of the tagged files
CTRL/**R**ename	changes the names of all tagged files
CTRL/**T**ag	places tags on all matching files in the directory
CTRL/**U**ntag	removes tags from all matching files in the directory

File Window – ALT Commands

ALT/**C**opy	copies the tagged files to another disk, duplicating the directory structure of the source disk
ALT/**F**ile display	changes the format of the display in the File Window
ALT/**L**og disk	selects a new disk for XTreePro operations and releases previously-logged disks
ALT/**R**elease disk	unlogs a disk, releasing memory required to hold directory and file information
ALT/**S**ort	changes the order in which files are displayed in the File Window
ALT/**T**ag	tags matching files that have certain attribute settings
ALT/**U**ntag	removes the tag from the matching files that have certain attribute settings
ALT/e**X**ecute	provides a way to execute DOS commands or programs without leaving XTreePro and keeps XTreePro in memory
ALT/**Q**uit	exits XTreePro and places the cursor at the DOS prompt

1Word's Commands

The following lists include 1Word cursor commands and commands to use when you are entering text, returning to XTreePro, searching and replacing text, and performing your word-processing tasks.

Cursor Commands

LEFT ARROW	or	CTRL/S	moves cursor 1 position to the left
RIGHT ARROW	or	CTRL/D	moves cursor 1 position to the right
CTRL/LEFT ARROW	or	CTRL/A	moves cursor 1 word to the left
CTRL/RIGHT ARROW	or	CTRL/F	moves cursor 1 word to the right
UP ARROW	or	CTRL/E	moves cursor 1 position up
DOWN ARROW	or	CTRL/X	moves cursor 1 position down
HOME	or	CTRL/QS	moves cursor to beginning of line
END	or	CTRL/QD	moves cursor to end of line
CTRL/HOME	or	CTRL/QE	moves cursor to top of screen
CTRL/END	or	CTRL/QX	moves cursor to bottom of screen
PGUP	or	CTRL/R	moves cursor to previous screen
PGDN	or	CTRL/C	moves cursor to next screen
CTRL/PGUP	or	CTRL/QR	moves cursor to beginning of file

CTRL/PGDN	or	CTRL/QC	moves cursor to end of file
		CTRL/QB	moves cursor to start of marked block
		CTRL/QK	moves cursor to end of marked block
		CTRL/QQ	sets a quick place marker
		CTRL/QP	moves cursor to quick place marker
		CTRL/OG	moves cursor to line number
CTRL/[	or	CTRL/QW	scrolls the display up 1 line, keeping the cursor on the same screen row
CTRL/]	or	CTRL/QZ	scrolls the display down 1 line, keeping the cursor on the same screen row

Entering Text

INS	toggles insert on and insert off
CTRL/OI	sets insert on
CTRL/OO	sets overwrite on
CTRL/N	inserts a new line
CTRL/M	ends a line
BACKSPACE or CTRL/H	deletes the character to the left of the cursor
DEL or CTRL/G	deletes the character under the cursor
CTRL/T	deletes the word under the cursor
CTRL/Y	deletes the line under the cursor

CTRL/QY	deletes from the cursor to the end of the line

Marking and Manipulating Blocks of Text

CTRL/KB	marks the beginning of a block of text
CTRL/KK	marks the end of a block of text
CTRL/KH	hides the marked block
CTRL/KV	moves the marked block to the cursor position
CTRL/KC	copies the marked block to the cursor position
CTRL/KY	deletes the marked block

Search and Replace Commands

CTRL/QF	finds a string of characters
CTRL/QA	searches and replaces a string of characters
CTRL/L	searches and replaces again
CTRL/QG	global search and replace a string of characters in the entire file

Search and Replace Options

CTRL/OA	toggles ask option on and off
CTRL/OB	toggles the search direction backward or forward
CTRL/OC	toggles search case sensitivity on and off
CTRL/OW	toggles search full-word sensitivity

Tab Option Commands

CTRL/OH	sets hard tab mode (every 8 columns)
CTRL/OS	sets soft tab mode
CTRL/OU	sets user tab mode (ruler line)
CTRL/OT	toggles a tab stop on and off
CTRL/OE	edits a tab stop ruler line

Word Processing Commands

CTRL/OJ	toggles automatic word wrap on and off
CTRL/OR or CTRL/B	reformats a paragraph

File Commands

CTRL/KS	saves the file and continues editing
CTRL/KD	saves the file and stays in 1Word to edit another
CTRL/KX	saves the file and exits to XTreePro
CTRL/KP	prints the file
CTRL/KQ	quits (abandons the file) without saving changes
CTRL/KR	reads another text file and inserts it at cursor position
CTRL/KA	prompts for filename before saving

Returning to XTreePro

CTRL/KX	Save a file and return to XTreePro
ESC	Display a menu of exit options

Miscellaneous Commands

ESC	cancels the current operation
CTRL/QU or ALT/U	makes character upper case
CTRL/QL or ALT/L	makes character lower case
CTRL/QT	inserts time and date in the text at the cursor
CTRL/OQ	toggles beeper on and off
CTRL/U	uses the menu prompter
CTRL/OM	turns the prompter on and off
CTRL/O]	clears high bits from file

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